



Benefits at a Glance -Permanent City positions

PROBATIONARY PERIOD

- Employees begin the one-year probationary period on the first day of work.
- Firefighters begin the six-month probationary period on the first day of work.

PERSONAL DAYS

- POLICE: One (1) per fiscal year
- TEAMSTER: Two (2) per fiscal year (New hires after February 28th will only have access to 1, subject to their division policy on requesting time off)
- NON-BARGAINING: Three (3) per calendar year (New hires after Aug. 31st will only have access to 2, subject to their division policy on requesting time off)

SICK LEAVE-- ELIGIBLE TO USE AVAILABLE BALANCE AFTER 3 MONTHS OF SERVICE

- Employees accrue up to 3.7hrs/pay period. No maximum accumulation.
- Paid out 25% at separation per state statute

VACATION LEAVE – ELIGIBLE TO USE AVAILABLE BALANCE AFTER 6 MONTHS OF SERVICE

- Beginning year 1 thru 10 years of completed service Accrue up to 4.62hrs/pay period.
- Start of year 11 thru 15 years of completed service Accrue up to 5.54hrs/pay period.
- Start of year 16 thru 20 years of completed service Accrue up to 6.47hrs/pay period.
- 21+ years of service Accrue up to 7.39hrs/pay period.
- Max two times annual vacation accruals allowed at the end of the first pay period in January per policy & paid out 100% at separation

HOLIDAYS

- | | |
|-----------------------------|------------------------|
| January 1 st | New Year's Day |
| Third Monday in January | Martin Luther King Day |
| Third Monday in February | President's Day |
| Last Monday in May | Memorial Day |
| July 4 th | Independence Day |
| First Monday in September | Labor Day |
| Second Monday in October | Columbus Day |
| November 11 th | Veteran's Day |
| Fourth Thursday in November | Thanksgiving Day |
| December 25 th | Christmas Day |
- Every day in which a general election is held throughout the State of Montana.

MONTANA PUBLIC EMPLOYEES RETIREMENT ADMINISTRATION (MPERA)

- The Employees' salary contributed per state statute:
 - Teamsters(PERS) & Non-Bargaining(PERS) - 7.9%
 - Police(MPORS) - 9%
 - Fire(FURS)- 10.7%
- The City's contribution to PERS:
 - Teamsters(PERS) & Non-Bargaining(PERS) – 8.47%
 - Police (MPORS)- 14.41%
 - Fire(FURS)- 14.36%
- This amount is tax deferred & employees are vested when they have five years of service.
- PERS employees must elect Defined Benefit or Defined Contribution retirement plan before 1 year of service with MPERA.

FAMILY AND MEDICAL LEAVE (FMLA)

- For eligible employees, up to 12 weeks of leave during a 12-month period for eligible purposes.
- Must use accumulated accruals prior to beginning unpaid leave.
- This is a Federal Law the city and employees are required to adhere to and the city does have the right to designate.

CITY PAYROLL

- Paydays are every other Friday, 26 pay periods/calendar year. Direct deposit is available.

LONGEVITY PAY

- Employees receive longevity pay at various rates depending on the bargaining unit they may be in. Non-bargaining employees receive compensation at a rate established by the Administrator.

DEFERRED COMPENSATION/457 PLANS – RETIREMENT ACCOUNTS WITH ICMA-RC AND/OR NATIONWIDE - VOLUNTARY:

- Employees can payroll deduct a contribution into their 457 account.
- Two vendors to elect from: ICMA-RC (www.icmarc.org) or Nationwide (www.nrsforu.com)

IRA'S –WITH ICMA-RC - VOLUNTARY:

- For eligible employees to elect for payroll deduction

◇ Part-Time Employee benefits are pro-rated ◇

◇ Elected Officials (Judge/Mayor/City Council) positions will not have all of the benefits listed in this document ◇

◇ Health & Life benefits are available to 20+ hour positions and are effective the 1st of the month following a month of employment ◇

MEDICAL/RX INSURANCE- REQUIRED PARTICIPATION BY 20+ HOUR PERMANENT EMPLOYEES

- One Standard and one High Deductible Health Plan(HDHP) offered, with significant monthly contribution by the City, however, most plans require cost (pre-tax) sharing by the employee.
- The City Health insurance is self-funded with our TPA as EBMS. www.ebms.com

DENTAL INSURANCE - VOLUNTARY

- Non-bargaining: The premium (pre-tax) is 50% paid by the City and the employee must remain on the plan for three (3) years.
- Police, Fire, & Teamsters: Employee must pay the entire premium (pre-taxed) and must remain on the plan for three (3) years.
- The City Dental insurance is self-funded with our TPA as EBMS. www.ebms.com

MEDICAL FLEX /HEALTH FSA AND/OR DEPENDENT CARE (DAYCARE) PLANS - VOLUNTARY

- Medical Flex – may elect a maximum of \$2500 annually (pre-taxed) to fund medical, dental, vision & other medical expenses.
- Dependent Flex– may elect a maximum of \$5000 annually per IRS (pre-taxed).
- Administered by TPA, EBMS. www.ebms.com

HEALTH SAVINGS ACCOUNT (HSA) - VOLUNTARY

- Available if you are on the HDHP – High Deductible Health Plan
- The vendor is initially administered by EBMS, but the account is in the employee's name.

VISION INSURANCE - VSP - VOLUNTARY

- The employee must pay the entire premium (pre-taxed) and must remain on the plan for 1 (one) year.
- Provider is VSP www.vsp.com (not affiliated with EBMS)

LIFE INSURANCE/LONG TERM DISABILITY(LTD) – STANDARD LIFE

- \$10,000 term life insurance coverage fully paid for the bargaining employee by the City.
- \$25,000 term life insurance coverage fully paid for the non-bargaining employee by the City.
- VOLUNTARY: Additional Supplemental life insurance is also available to employees and their spouses to purchase.
- VOLUNTARY: Long Term Disability coverage.

OTHER VOLUNTARY BENEFITS:

(SEE VOLUNTARY BENEFITS DOCUMENT FOR FULL DETAILS)

- Employee Assistance Program(EAP):
 - Employees and their immediate family members may receive 6 counseling sessions at no charge per calendar year thru SVH Behavioral Health at Phone: 237-3585
- City of Billings – Wellness Program:
 - Innovative and comprehensive Wellness Program to support employees in making healthy lifestyle choices.
 - Corporate Voucher discount program available through the YMCA
- miBenefits(www.ebms.com):
 - Login to your account & you will have access to your medical, dental, Rx, and flex elections.
- Verizon Wireless:
 - Local Government Discounts available on personal services.
- Met Bus – Employee pass benefit:
 - The city will pay \$5.00 of the month pass for the employee. Pass to be purchased at Finance Dept.
- Dell Computers:
 - Employee Purchase Program
- Legal Shield & Identity Theft Programs
 - Rep: Roger Gravgaard Ph:406-855-5138/email: r.gravgaard@bresnan.net
 - Rep: Greg Kohn Ph:406-697-8787/email: kohn_greg@yahoo.com
 - Link to City Legal Shield site available on internal website
- Rimrock Credit Union:
 - Membership and services offered to City employees. Contact information: 952 Central Avenue
- MEDEX Travel Assist:
 - Sponsored by Standard Life Insurance for Employees traveling out of the country.
- AAA Group Membership:
 - Basic, Plus or Premier options available to work directly with AAA.

Further information regarding benefits is available on the city website under
Human Resources & Forms and Resources
www.ci.billings.mt.us