



City of Billings - Benefits at a Glance

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.

VACATION LEAVE – ELIGIBLE TO USE AFTER 6 MONTHS OF SERVICE

- Beginning year 1 thru 10 years of completed service 120 hours per year
- Start of year 11 thru 15 years of completed service 144 hours per year
- Start of year 16 thru 20 years of completed service 168 hours per year
- 21+ years of service 192 hours per year
 - Maximum of two times annual accrual in leave bank at the end of the first pay period in January.
 - Paid at 100% when you leave employment.

SICK LEAVE – ELIGIBLE TO USE AFTER 3 MONTHS OF SERVICE

- Employees accrue 12 days per year. No maximum accumulation.
- Paid at 25% when you leave employment.

HOLIDAYS

January 1 st	New Years 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 declared a legal holiday by the Governor of Montana or the Mayor of Billings.
- Every day in which a general election is held throughout the State of Montana.

HEALTH INSURANCE - REQUIRED PARTICIPATION BY THE EMPLOYEE

- Three health insurance plans offered, with significant monthly contribution by the City, however, most plans require cost (pre-tax) sharing by the employee.
- Coverage is effective the 1st of the month following 30 days of employment.
- The City Health insurance is self- funded with our TPA as EBMS.

DENTAL INSURANCE

- Voluntary Benefit: Non-bargaining employees: The premium (pre-tax) is 50% paid by the City and the employee must remain on the plan for three (3) years.
- Voluntary Benefit: Police, Fire, and Teamsters: The employee must pay the entire premium (pre-taxed) and must remain on the plan for three (3) years.
- Coverage is effective the 1st of the month following 30 days of employment.
- The City Dental insurance is self- funded with our TPA as EBMS.

MEDICAL FLEX AND/OR DEPENDENT CARE PLANS

- Voluntary Benefit: Medical Flex – may elect a maximum of \$4000 annually.
- Voluntary Benefit: Dependent Flex – may elect a maximum of \$5000 annually.
- The City sponsors a Section 125 plan (IRS), which allows employees to use pre-tax dollars to fund medical, dental, vision and dependent care expenses.

VISION INSURANCE - VSP

- Voluntary Benefit: The employee must pay the entire premium (pre-taxed) and must remain on the plan for 1 (one) year.
- Coverage is effective the 1st of the month following 30 days of employment.
- Provider is VSP www.vsp.com

LIFE INSURANCE – STANDARD LIFE

- \$10,000 term life insurance coverage for the bargaining employee that is fully paid by the City.
- \$25,000 term life insurance coverage for the non-bargaining employee that is fully paid by the City.
- Voluntary Benefit: Additional Supplemental life insurance coverage is also available to employees and their spouses. The employee pays the entire premium and is based on age, coverage and non-smoker/smoker.

LONG TERM DISABILITY (LTD)- STANDARD LIFE

- Voluntary Benefit: Long Term Disability coverage. Rates are based on age and income.

DEFERRED COMPENSATION- 457 PLANS

- Voluntary Benefit: Employees have the option of participating in the ICMA or Nationwide deferred compensation 457 Plans which are a supplemental retirement savings program that allows the participant to make contributions before taxes are deducted. Request ICMA or Nationwide packet for enrollment information.

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 sick, vacation and/or compensatory time prior to beginning unpaid leave.

ATTENDANCE INCENTIVE PROGRAM

- Up to 24 hours of vacation time earned at the completion of a fiscal (Police & Teamsters) or calendar (Non-Union & Fire) year, depending on the employee's attendance record.

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.

MONTANA PUBLIC EMPLOYEES RETIREMENT ADMINISTRATION (MPERA)

- The Employees' salary contributed to PERS.
 - Teamsters & Non-Bargaining - 6.9%
 - Police - 9%
 - Fire – 10.7%
- The City's contribution to PERS:
 - Teamsters & Non-Bargaining – 7.07%
 - Police - 14.41%
 - Fire - 14.36%
- This amount is tax deferred.
- Employee must elect Defined Benefit or Defined Contribution retirement plan before 1 year of service.
- An employee is vested when they have five years of service.
- Employees terminating their employment prior to retirement may draw out their portion of the contribution, plus interest.

OTHER VOLUNTARY BENEFITS:

- City of Billings – Wellness Program:
 - Innovative and comprehensive Wellness Program to support employees in making healthy lifestyle choices.
- Employee Assistance Program(EAP)- St.Vincent Behavioral Health:
 - Employees and their immediate family members may receive up to four (4) counseling sessions at no charge. The time period each year is December 1st – November 30th. Phone: 237-3585
- miBenefits/WorldDoc Health Management System:
 - Go to www.ebms.com and login to your miBenefits account. Not registered? Click on the New User Sign Up link and complete the registration using your health insurance card ID number.
 - You will have access to your medical and dental coverage plus the resources of WorldDoc.
- Verizon Wireless:
 - Discounts available on personal services. Call 1-800-942-2060 to request local government discount info.
- Dell Computers:
 - Employee Purchase Program
- Pre-Paid Legal & Identity Theft Shield Programs-Representative is Marv Jochems 855-6272:
 - Pre-Paid Legal program:
 - \$15.95 per month
 - coverage is for the participant and immediate family
 - will preparation for both spouses
 - Identity Theft Shield Program:
 - Additional \$9.95 per month if enrolled in Pre-Paid Legal program also
 - \$12.95 per month if a stand alone program
 - coverage is for the participant and spouse
 - Identity Restoration
- College Savings Bank:
 - Tax free college savings plan thru payroll deduction. Request packet for enrollment information.
- Rimrock Credit Union:
 - Membership and services offered to City employees. Contact information: 952 Central Avenue
- US Savings Bonds:
 - U.S. Savings Bonds offer a safe, easy way to save money while making a solid addition to your investment portfolio. Available through Payroll.
- MEDEX Travel Assist:
 - Sponsored by Standard Life Insurance for Employees traveling out of the country.