



Benefits at a Glance for 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 Feb. 28th have access to 1. If after May 31, is not eligible for a personal day until July 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 1st 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 4th Independence Day
- First Monday in September Labor Day
- Second Monday in October Columbus Day (*only - Police Union*)
- November 11th Veteran's Day
- Fourth Thursday in November Thanksgiving Day
- Fourth Friday in November Day after Thanksgiving (*only - NonBargaining, Teamster Union, Fire Bureau*)
- December 25th 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) – 8.87%
 - 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.
- MPERA manages this retirement; we send the contributions per state statute.

CITY PAYROLL

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

FAMILY AND MEDICAL LEAVE (FMLA)

- For eligible employees, up to 12 weeks of leave during a 12-month, rolling back period, for eligible purposes.
- Required to 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 has the right to designate.

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.

457 (b) DEFERRED COMPENSATION PLANS – RETIREMENT ACCOUNT- VOLUNTARY:

- Employees can payroll deduct a contribution into a 457 account.

EMPLOYEE ASSISTANCE PROGRAM (EAP):

- Employees and their immediate family members on their medical plan, may receive eight (8) counseling sessions at no charge per calendar year through SVH Behavioral Health – EAP. Phone: 237-3585

OTHER VOLUNTARY BENEFITS:

- See Voluntary Benefits document for details.

◇ 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 two (2) years.
- Police, Fire, & Teamsters: Employee must pay the entire premium (pre-taxed) and must remain on the plan for two (2) 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 IRS annual maximum (pre-taxed) to fund medical, dental, vision out of pocket 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. Annual limits based on IRS annual maximums.
- 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 one (1) year.
- Provider is VSP www.vsp.com (EBMS does not process these claims; however, you can see if covered in your miBenefits account)

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.
- Additional fully paid life insurance for Director and Administration positions.
- VOLUNTARY: Additional Supplemental life insurance is also available to employees and their spouses to purchase.
- VOLUNTARY: Long Term Disability coverage.
- Additional benefit: Travel Assist, sponsored by Standard for traveling out of the country.
- Additional benefit: Life Services Toolkit, sponsored by Standard.

Further information regarding benefits is available on the city website under:

Human Resources; Forms & Resources

www.ci.billings.mt.us