



## SUMMARY OF EMPLOYEE BENEFITS

**VACATION/PERSONAL LEAVE:** Vacation leave is earned at the rates listed below for each 2080 or 2704 hour period. In addition, full-time employees shall be awarded 24 hours of personal leave (31.92 for those working 52 hours per week) after three months of employment and annually thereafter.

**FULL-TIME EMPLOYEES:**

Yrs. Of Service	Acc. Rate Per 2080 Sch. Hrs.	Per Month	Yrs. Of Service	Acc. Rate Per 2756 Sch. Hrs.	Per Month
0 mo-1 yr	72 hours	6 hours	0 mo-1yr	95.76 hours	7.98 hours
1 yr 1 mo-5 yrs	96 hours	8 hours	1 yr 1 mo-5 yrs	127.68 hours	10.64 hours
5 yrs 1 mo-10 yrs	120 hours	10 hours	5 yrs 1 mo-10 yrs	159.60 hours	13.30 hours
10 yrs 1 mo-15 yrs	144 hours	12 hours	10 yrs 1 mo-15 yrs	191.52 hours	15.96 hours
15 yrs 1 mo-20 yrs	168 hours	14 hours	15 yrs 1 mo-20 yrs	223.44 hours	18.62 hours
20 yrs 1 mo+	192 hours	16 hours	20 yrs 1 mo+	255.36 hours	21.28 hours

**PART-TIME EMPLOYEES:**

Years of Service	Accrual per Year
Up to 1 year	20 hours
1 yr. 1 mo. to 2 yrs.	25 hours
2 yrs. 1 mo. to 3 yrs.	30 hours
3 yrs. 1 mo. to 4 yrs.	35 hours
4 yrs. or more	40 hours

**HOLIDAYS:** 12 paid holidays: Martin Luther King’s Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran’s Day, Thanksgiving Day and the following day, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day

**SICK LEAVE:** Sick leave shall accrue at the following rate for full time employees:

Scheduled Hours Per Week	Monthly Accrual Rate	Annually
40	6 hours	72 hours
52	7.98 hours	95.76 hours

**HEALTH INSURANCE:** Coverage through Blue Cross Blue Shield PPO (Preferred Medical Doctor). Effective 10/01/2021 Individual coverage is \$14.18 per pay period for Medical and free of charge for Dental. Employee plus Children Medical is \$119.08 per pay period. Family coverage is \$174.82 per pay period for medical and \$6.61 per pay period for Dental. Effective on the 1st day of the month following hire date. ▶ \$25 co-pay per office visit to PPO physician. ▶ \$150 co-pay for ER visit. (must see PPO physician) ▶ \$200 hospital admission/semi-private ▶ \$50 co-pay per day for days 2-6 ▶ Outpatient Surgery (\$150 co-pay) ▶ Routine Services – Physicals, Mammograms, Well-Child Care ▶ Chiropractic Services ▶ Prescriptions must be from Preferred Pharmacy - \$15 co-pay for Generic - \$30 co-pay for Preferred Drugs, \$60 co-pay for Non-Preferred Drugs ▶ Major Medical - \$200 deductible per calendar year (maximum of 3 deductibles per family). After deductible is met, Blue Cross pays 80%, you pay 20%. Children covered to age 26 if not covered by another employer. Working Souse Rule: Spouses of employees are ineligible for the health plan if the spouse has coverage available from another employer.

**VISION RIDER:** 100% of billed charges, no deductible, limited to \$200 per person per calendar year.

**DENTAL INSURANCE:** Qualified dependents must be added within 30 days of Hire Date (or at new qualifying events, e.g. marriage or birth) or they can only be added during open enrollment. ▶ \$50 deductible per person per year ▶ \$1,000 maximum benefit per person per year ▶ Two teeth cleanings per year ▶ After deductible is met, Blue Cross pays 80% UCR, you pay 20%. ▶ \$750 lifetime benefit for orthodontic services (under age 19) ▶ Blue Cross pays 50% UCR for orthodontic services.

**ALABAMA STATE RETIREMENT SYSTEM:** Mandatory participation (qualified employees). ▶ Tier 1 (Member before 1/1/2013) 5% of monthly earnings contributed to RSA (6% for certified Police & Fire) City matches at designated rate set by RSA. Vested after 10 years service. Service Retirement: 10 years of service at age 60 or 25 years of service regardless of age. ▶ Tier 2 with Tier 1 benefits (Member on or after 1/1/2013) 7.5% of monthly earnings contributed to RSA (8.5% for certified Police & Fire) City matches at designated rate set by RSA. Vested after 10 years service. Service Retirement: with Tier 1 benefits. ▶ 1 times annual earnings life insurance benefit for both Tier 1 and Tier 2 Members after one year of service.

**LIFE INSURANCE & ACCIDENTAL DEATH DISMEMBERMENT:** No cost to employee - effective 1st day of hire. \*Life – 1 times annual earnings (\$500,000 max). \*A D & D – additional 1 times annual earning (special seat belt/air bag benefit). ▶ Additional benefits for Spouse \$5,000 and Child \$2,000.

**LONG TERM DISABILITY INSURANCE:** No cost to employee. Waiting period 180 days. ▶ Benefit – 60% of monthly earnings ▶ Max of \$6,000 per month before reduction by deductible income. ▶ Max benefit period to age 65; 2 yrs. own occupation.

**TUITION REIMBURSEMENT:** Eligible after one year of service. Approved fields of study at qualified colleges are reimbursed at 100% of the tuition with the maximum reimbursement being determined by the current cost of tuition at the University of Alabama in Birmingham rates.

**DIRECT DEPOSIT:** The employee’s payroll check may be directly deposited into the bank of their choice.

**OTHER VOLUNTARY BENEFITS:** Deferred Compensation Plans: RSA-1 and Alerus ▶ Membership into APCO Credit Union, Voluntary Life Benefits, AFLAC benefits.

**HOOVER RECREATION CENTER:** Free Membership for all City of Hoover employees (includes part-time employees). Reduced rates on family membership/can be payroll deducted.

**MENTAL HEALTH/SUBSTANCE ABUSE:** This valuable benefit is offered through Blue Cross Blue Shield of Alabama as part of the Health Insurance.

**EAP:** Employee Assistance Program providing confidential assistance with Family/Marital Issues, Alcohol & Other Drug Dependency, Stress Related Issues, Financial Difficulties, Mental/Emotional Issues. No cost through American Behavioral up to 6 visits.