

CITY OF ALEXANDRIA

BENEFIT HIGHLIGHTS

This benefit summary does not address Fire, Police, Unclassified Employees or Elected Officials.

I. Probation Period:

- a. The first six (6) months of employment
- b. Uniforms provided when probation ends
- c. Civil Service Protection after probation is complete

II. Pay Period:

- a. Bi-weekly -- every other Friday (26 pay periods per year)

III. Drug / Alcohol Testing:

- a. Pre-Employment Testing
- b. Random / Routine testing
- c. Reasonable Cause
- d. Post Accident or Incident Testing
- e. Post Counseling/Rehabilitation Testing
- f. Return to duty and/or Fit for Duty

IV. Insurance:

- a. **Health:** (deducted bi-weekly) – except for the two additional checks received during the year
Employee, Employee & Spouse, Employee & Children or Family
- b. **Life:**
 - City provides \$10,000 life insurance benefit for employees at no cost plus in addition \$10,000 for accidental death.
 - Employees may purchase additional coverage at their expense, based on age, at:
1x their annual salary, or
2x their annual salary
 - Dependent coverage at employee expense
\$5,000 coverage for spouse, and
\$2,000 coverage on each child
- c. **Dental:** **Dental benefits are available** (optional at the employee's expense) for
Employee,
Employee, Employee & (1) Dependent, or Family
- d. **Vision:** **Vision benefits are available** (optional at the employee's expense) for Employee,
Employee & Spouse, Employee & Children or Family
- e. **Cafeteria Administration – Flexible Spending Accounts**
Flex Med Dependent Care

V. Annual Leave (Vacation):

- a. Employee must complete one (1) year of service and will be entitled to the following vacation days of the current calendar year:

80 hours – (10 days)	after 1 st year of employment – 4 years
104 hours – (13 days)	5 years – 9 years
120 hours – (15 days)	10 years – 14 years
160 hours – (20 days)	15 years – 20 years
160 hours + 8 hrs/yr. up to 30 yrs.	21 years – 30 years

- b. **Sick Leave:** Employees accrue eight (8) hours per month after (6) months of employment as long as the employee is in a paid leave status.

VI. Other Leaves That Might Be Available:

- | | | |
|-----------------------------|------------------|---------------|
| ■ FMLA | ■ Funeral Leave | ■ Civil Leave |
| ■ 60 days leave without pay | ■ Military Leave | |

VII. Holidays: (Observes 10 holidays per year)

- | | | |
|--------------------------------|----------------------------|---------------------------------|
| a. New Year's Day | d. Memorial Day | g. Veterans Day |
| b. Martin Luther King Day | e. 4 th of July | h. Thanksgiving & the day after |
| c. Friday before Easter Sunday | f. Labor Day | i. Christmas Day |

VIII. Retirement:

Employee contributes: 10% of their salary
City contributes: 24.15% (*The actuarial cost for the fiscal year 2017-2018*) The (%) based on yearly actuarial cost. An employee is vested after 10 years of service and become eligible for retirement as follows:

- 62 years of age with at least 10 years of service
- 60 years of age with at least 20 years of service
- 55 years of age with at least 25 years of service
- Any age with at least 30 years of service

IX. Deferred Compensation Retirement Option:

The City of Alexandria does not make contributions to this retirement plan for the employee. This is an added benefit that allows the employee to defer money through automatic payroll deduction. An employee can choose the amount to contribute and can make changes to this plan during the year.

X. Credit Union: Available to all City employees by choice

XI. Direct Deposit: Available to all City employees by choice

XII. College Tuition Program:

The City will provide the following to any employee enrolled in a certified degree program which is related to a career opportunity with the City of Alexandria. If an employee takes classes during his normal work day and is away from work for more than six (6) hours per week the employee must make up the time in excess of the six (6) hours. In order to participate, an employee must be a full-time, classified employee with two (2) or more years of consecutive, full-time, classified service with the City. The City will pay one hundred percent (100%) tuition reimbursement for one (1) course per semester upon receiving a grade "C" or better at a public institution or fifty percent (50%) tuition reimbursement upon receiving a grade "C" or better at a private institution. The City will pay fifty percent (50%) book reimbursement upon receiving a grade "C" or better.

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The information provided above is a summary of certain benefits affecting the employees and does not include all of the details of each benefit. This document is issued by the Department of Human Resources merely as a guide for information and convenience to assist with the recruitment process. *The City of Alexandria reserves the right to amend employee benefits and this document is not a binding contract between the City of Alexandria and its employees.* Any inquiries should be addressed to the Human Resources Division, P.O. Box 71, Alexandria, LA 71309-0071 or call 318-441-6051.