

2016 CITY OF SAN MARCOS - BENEFIT SUMMARY

Type of Benefit:	Who Pays Cost?	When Eligible?	Description of Benefit:	Comments:
Holidays	City of San Marcos	Immediately	Twelve paid holidays per year New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Friday after, Christmas Eve & Day, Floating Holiday*. <i>* Floating Holiday requires prior supervisor approval & is available after completing 6 months of service.</i>	Holidays on Sunday observed following Monday. Holidays on Saturday observed preceding Friday. Floating Holiday must be taken in fiscal year accrued.
Vacation	City of San Marcos	After 6 months	1 to 10 years service: 15 days per year Over 10 years service: 20 days per year	Accrual of hours allowed to continue without limit. Maximum days of vacation leave employee may take per year is 35 days. Maximum payable upon termination is 30 days. Vacation must be scheduled with supervisor in advance. Part-time employees earn based on hours worked. CIVIL SERVICE : Consult Separate Regulations.
Sick Leave	City of San Marcos	Immediately	Total of 15 days per year accrued at a rate of 4.62 hours per pay period for employees working 40 hours per week.	Maximum accrual of sick leave is unlimited; part-time employees earn based on hours worked.
Family Medical Leave Act	Use of accrued leave time or leave without pay.	After 12 months of service and 1,250 hours worked in the 12 months preceding the leave.	Employee is entitled up to 12 weeks to care for themselves, their spouse, child or parent with a serious health condition or for the birth or adoption of a child, or military exigency or caregiver leave (26 wks)	Use accrued leave balances to fund leave or if leave has been exhausted, unpaid leave. Requires certification of a health care provider and prior approval. Forms are available in Human Resources.
Bereavement Leave (Funeral)	City of San Marcos	Immediately	Leave with pay up to three (3) working days in case of death in immediate family.	If employee wishes to attend other funerals (other than immediate family), other leave must be used.
Retirement	City of San Marcos and Employee	Immediately	Texas Municipal Retirement System monthly income to system retirees. Earliest eligibility is 5 years at age 60 or 20 years with the system at any age. Employees having public service at another entity may apply for time credit.	Employee contributes 7.5% of gross (pre-tax). The City matches the employee contribution at a rate of 2:1 at retirement. The employee becomes vested after five years of service.
Life Insurance	City of San Marcos	First of the month after 30 days of employment	\$25,000 Term Life Insurance \$25,000 Accidental Death and Dismemberment Insurance	

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Life Insurance	City of San Marcos	Immediately	Supplemental death benefit equal to one year's salary.	Benefit provided through Texas Municipal Retirement System membership.
Voluntary Life Insurance	Employee	First of the month after 30 days of employment and carrier acceptance	Supplemental Term Life and Accidental Death and Dismemberment Insurance.	Additional Term Life available to employee, spouse and family. Additional Accidental Death and Dismemberment option available to employee only.
Voluntary Long-Term Disability Insurance	Employee	First of the month after 30 days of employment and carrier acceptance.	Long term disability income insurance.	If you are disabled and unable to work due to an injury, sickness or pregnancy, voluntary LTD insurance will pay you a monthly benefit up to 60% of base wages.
Medical Plan	City pays employee's coverage. Employee may elect and make payroll deductions for dependent coverage.	First of the month after 30 days of employment	Hospitalization Medical care Prescription drug benefit	Texas Municipal League Intergovernmental Employee Benefits Pool (TML-IEBP) PPO - \$30 primary physician/\$50 specialist office visit co-pay. Dependent coverage categories available are spouse, child(ren) and family. See schedule of Medical Benefits for more information.
Dental Plan	City pays employee's coverage. Employee may elect and make payroll deductions for dependent coverage.	First of the month after 30 days of employment	100% diagnostic and preventative care, 80% basic restorative care, and 50% for major care.	Categories of coverage available for dependents are spouse, child(ren), and family. \$50 individual deductible, \$150 maximum family deductible with maximum benefit per year \$1500 per covered member.
Vision Plan Davis Vision	Employee	First of the month after 30 days of employment	A comprehensive vision plan ensuring low out-of-pocket cost to employees and their families with a national network.	Basic and Premium Plan options available for employees, and dependents with categories of spouse, child(ren) and family.
Flexible Benefit Plan	Employee	First of the month after 30 days of employment	Employee may enroll for premiums, unreimbursed medical expenses or dependent care expenses and be reimbursed with tax-free income.	Allows for payment of dependent medical and dental coverage and reimbursement for eligible medical and dependent care expenses with tax-free income. Subject to IRS rules.
Longevity Pay	City of San Marcos	After 1 year of service	\$4.00 per month for each year of service up to 25 years.	Paid annually in December

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Employee Assistance Program	City of San Marcos	Immediately	Employee or family members may seek information or assistance with problems such as relationships, finances, legal, drug/alcohol, depression or anxiety. Management may refer employee.	Service Provider: Alliance Work Partners 1-800-343-3822 TDD 800-448-1823 Teen Helpline 800-334-TEEN
Tuition Reimbursement	City of San Marcos	After 6 months	Tuition and limited fees are eligible for reimbursement. See Policy.	Employee must be full-time, working at least 40 hours per week. Complete information, policy and application form may be obtained by contacting Benefits section of Human Resources Department.
Credit Union	No charge	Immediately	Free checking, interest bearing savings, competitive interest rates, low interest credit cards and competitive rates for home or auto loans.	Randolph-Brooks Federal Credit Union 1203 Thorpe Lane, San Marcos, TX 78666 512-396-2800 Employee may enroll at the Credit Union.
Deferred Compensation	Employee	Immediately	Voluntary 457 plan, contribution taken on a pre-tax basis.	Provider: ICMA-Retirement Corporation Employees have a selection of investment options. May access account information by phone and/or internet.
Uniforms	City of San Marcos	Immediately	Uniforms	Many departments issue uniforms to employees.
Activity Center	City of San Marcos	Immediately	Membership in the San Marcos Activity Center. Immediate family members may join at San Marcos individual resident rates.	