

**Title: Employee Benefits**  
**Policy Number: 12.000**  
**Effective Date: 5/1/2015**

**Policy**

**EMPLOYEE BENEFITS**

Eligible employees with the City of Greenwood are provided a wide range of benefits. A number of programs (such as Social Security, Worker's Compensation, and Unemployment Insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent on a variety of factors, including employee classification. The Human Resources Department can identify the programs for which you are eligible. Details of these programs will be provided when you become eligible for the benefits.

**GROUP INSURANCE**

Employees of the City have a group insurance plan provided by the City on the first day of the month following 30 full days of service. The Employee Premium is paid by the City. Any additional (dependent) coverage desired by the employee, must be paid by the employee. This Insurance Program is contingent on enough employees participating to qualify as a "group" as defined by the insurance carrier.

In order to continue insurance coverage while out on leave without pay, the employee must contact the Human Resources Office within thirty (30) days of going on leave without pay status and make arrangements to pay his/her insurance premiums.

**RETIREMENT PLAN**

Employees in regular, full time positions, and certain part time positions, are required to become members of the (PERS) Public Employee's Retirement System of Mississippi.

When an employee retires, the Human Resources office will request all necessary forms from PERS, and assist the employee in completing the forms.

Upon complete severance of employment, an employee hired prior to July 1, 2007 and having four (4) years creditable service may choose to leave accumulated contributions in the PERS and apply for service retirement at age 60. If an employee was hired after July 1, 2007, that employee is required to have 8 (eight) years creditable service in order to leave their contributions in the PERS.

**ANNUAL LEAVE**

The City of Greenwood will provide Annual Leave for all regular full-time employees. Each employee will accrue leave time according to her/his number of years with the City of Greenwood, and the number of hours scheduled to work per week.

Annual Leave shall be accrued on a per-month basis on the following schedule beginning with the first full calendar month of employment.

Years of Service	Hours Worked Daily	Hours Accrued Monthly
0-5 years	8.0 hours	6.67 hours
	Semi-monthly (Fireman)	10.00 hours
5-10 years	8.0 hours	10.00 hours

10-15 years	Semi-monthly (Fireman)	15.00 hours
	8.0 hours	11.33 hours
15-20 years	Semi-monthly (Fireman)	17.00 hours
	8.0 hours	12.67 hours
Over 20 years	Semi-monthly (Fireman)	19.00 hours
	8.0 hours	13.33 hours
	Semi-monthly (Fireman)	20.00 hours

## **GENERAL RULES FOR ANNUAL LEAVE**

Annual Leave may be used only as it accrues.

Annual Leave shall be requested in advance and must be approved by the Department Head. The Mayor must approve, at least one week in advance, a single Annual Leave request in excess of one normal continuous work week of the employee.

Annual Leave may be used for vacation, personal business, and illness of immediate family members, and for illness where the employee has used all Sick Leave. If Annual Leave is used for employee or family illness, the employee must designate its use as such at the time it is taken.

Employees granted an unpaid Leave of Absence will use Annual Leave to cover wages lost during the initial period of the leave.

Employees do not accumulate Annual Leave while on leave without pay.

It is the employee's responsibility to contact his/her immediate supervisor each day at least two hours before he/she is scheduled to begin work if the employee is going to request unscheduled Annual Leave. No text messages will be accepted. Failure to do so may result in disciplinary action.

Annual Leave is only used to cover a normally scheduled shift.

Annual Leave is paid at the employee's regular hourly rate in effect for the employee's job and normal scheduled work period of the employee.

Annual Leave shall not be taken until after six (6) full calendar months of continuous employment.

Upon termination of employment, each employee shall be paid for unused Annual Leave not to exceed ten (10) normal workdays for employees within five (5) years or less service time, fifteen (15) normal workdays for employees with more than five (5) years but less than ten (10) years of service time, seventeen (17) normal work days for employees with more than ten (10) years but less than fifteen (15) years of service time, nineteen (19) normal work days for employees with more than fifteen (15) years but less than twenty (20) years of service time, and twenty (20) normal work days for employees with more than twenty (20) years of service time.

Firemen shall be paid for five (5) shifts of unused Annual Leave for employees with five (5) years or less service time, seven and a half (7.5) shifts of unused Annual Leave for employees with more than five (5) years but less than ten (10) years of service time, eight and a half (8.5) shifts of unused Annual Leave for employees with more than ten (10) but less than fifteen (15) years of service time, nine and a half (9.5) shifts of unused Annual Leave for employees with more than fifteen (15) years but less than twenty (20) years of service time, and ten (10) shifts of unused Annual Leave for employees with more than twenty (20) years of service time,.

Unused Annual Leave in excess of leave paid at termination shall be counted creditable service for purposes of the retirement system.

Should an employee die having accumulated Annual Leave, the Leave shall be paid, not to exceed amounts listed in the termination rule, to the beneficiary of the deceased employee as recorded with the Public Employees Retirement System.

Annual Leave records shall be maintained in the Human Resources Department and such shall be the official leave records of the City.

### **MEDICAL (SICK) LEAVE**

Full time employees of the City of Greenwood shall begin to earn and accumulate Sick Leave upon hire. Sick leave may be granted to those eligible employees when they are unable to perform their duties due to illness, injury, or exposure to a contagious disease. Exposure to a contagious disease requires submission of a physician's statement that this exposure would jeopardize the health of others.

Sick leave may be taken at any time after the first full six (6) calendar months of continuous service.

Sick leave is to be taken in whole hour increments with the minimum increment being one hour.

Sick Leave shall be accrued on a per month basis on the following schedule beginning with the first full month of employment.

Hours Worked Daily	Hours Accrued Monthly
8.0 hours	8.00 hours
Semi-monthly (Firemen)	12.00 hours

All unused Sick leave shall be counted as creditable service toward the employee's retirement with the PERS and there shall be no maximum limit to sick leave accumulation.

For employees enrolled in the City of Greenwood's D&R Retirement System, Sick leave shall be accrued at the rate of 8 hours per month for each calendar month of continuous service for those employees working 40 hours per week to a maximum of 768 hours, and 12 hours per month for each calendar month of continuous service for firemen to a maximum of 1,080 hours.

Accrued Annual Leave may be used for the illness or injury when an employee has no sick leave. When the employee has exhausted all Sick and annual leave, the employee's pay shall be reduced hour for hour for all hours the employee is absent from work. This applies to all personnel, both "Non-Exempt" and "Exempt" under the Fair Labor Standards Act in accordance with 29 C.F.R. 5414d.

In all instances where an employee is on Sick Leave for two (2) consecutive work days, or one shift for firemen, certification from the attending physician is required upon returning to work. The Department Head may require certification from the attending physicians for periods other than stated above when the employee appears to be abusing the City of Greenwood Sick Leave policy. Signs indicating possible abuse if they occur on a repeated basis include, but are not limited to, taking sick leave immediately before or after:

1. The beginning or ending of a shift or work period;
2. Annual leave period;
3. Military leave period;

4. Holiday;
5. Friday or Monday;
6. Hunting season, etc.

Failure to obtain certification when requested may result in disciplinary action.

Employees shall be responsible for notifying their supervisor as soon as possible of their illness and when they expect to return to work, but in no instance shall it be later than 2 hours before normal starting time.

When certified in writing by an attending physician, an employee shall be entitled to use all accrued major medical leave for recuperation from illness or maternity.

Unused sick leave shall be counted as creditable service toward the employee's retirement with the PERS. Should an employee die having accumulated Sick leave, said leave shall be counted as creditable service as described above.

### **TRAINING REIMBURSEMENT/EDUCATION EXPENDITURES**

It is the policy of the City of Greenwood to pay all expenses related to training and certification for its employees if that training and/or certification is a requirement for the execution of their duties and responsibilities.

### **HOLIDAYS**

The following days shall be recognized and observed as paid holidays by the City of Greenwood during the term of this handbook:

- New Year's Day – January 1
- Martin Luther King, Jr. Day – 3<sup>rd</sup> Monday in January
- Washington's Birthday – 3<sup>rd</sup> Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – 1<sup>st</sup> Monday in September
- Columbus Day – 2<sup>nd</sup> Monday in October
- Veteran's day – November 11
- Thanksgiving Day – 4<sup>th</sup> Thursday in November
- Christmas Day – December 25

Other days may be designated as holidays with pay by the Mayor and City Council.

Provided, however, that in the event any holiday declared legal shall fall on Saturday or Sunday, the day designated for observance by the governor shall be observed by the City. The eligible employees of the City shall be entitled to such other days as shall be proclaimed by the Governor to be holidays for State employees.

Unless authorized by the Mayor and City Council, only regular, full-time employees are eligible for holiday pay.

No employee who has been absent from work without approved leave on the day before or after a designated holiday shall be entitled to a holiday comp time.

If a designated holiday falls on a day within an employee's annual leave or when an employee is on approved sick leave, the employee may receive holiday benefits or approved annual or sick leave benefits, but not both.

## **COBRA**

The Federal Public Health Services Act provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Greenwood health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of employee, a reduction in an employee's hours, or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

As allowed by the Public Health Services Act, the employee or beneficiary pays the full amount of coverage at the City of Greenwood group rate plus an administration fee.

However, if an employee's termination makes them eligible for the provisions of the American Recovery and Reinvestment Act of 2009, the portion of the premiums for continued coverage would be reduced.

The City of Greenwood or its agent provides each eligible employee with a written notice describing rights granted under the Public Health Service Act when the employee becomes eligible for coverage in the City of Greenwood's health insurance plan. The notice contains important information about the employee's rights and obligations.

## **WORKER'S COMPENSATION INSURANCE**

The City of Greenwood pays 100% of the premiums for this insurance for employees. This coverage is designed to provide employees with benefits for any injuries that may arise out of work with the city. Under the law, if an employee is injured while at work for the City of Greenwood, the injury must be reported at once to the employee's Supervisor, no matter how slight it may seem. The Department Head/Supervisor will then see that the employee has access to the proper medical services and completes a Report of Injury Form to record the incident. It is the employee's duty to report all on-the-job injuries to their Department Head/Supervisor immediately in order to protect themselves under Worker's Compensation statutes.

Neither the City of Greenwood nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City of Greenwood.

The City's liability also does not include a pre-existing physical handicap or disease which is shown by medical finding to be a material contributing factor in the result following an injury.

The City of Greenwood requires that all on-the-job injuries require a drug screening to be performed after medical treatment is complete.

## **DISABILITY POLICY**

The City of Greenwood is committed to complying fully with the Americans with Disability Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

For more information, please contact the Human Resources Office at (662) 453-2246.