



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 February 28th will only have access to 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 1 st	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 4 th	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11 th	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25 th	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) – 8.47%
 - 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.

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 six (6) 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 a maximum of \$2500 annually (pre-taxed) to fund medical, dental, vision & other medical 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
- 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 (not affiliated with EBMS)

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.
- 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 and Resources

www.ci.billings.mt.us