

CITY OF EDINBURG BENEFITS SUMMARY

Type of Benefit:	Who Pays Cost?	When Eligible?	Description of Benefit:	Comments:
HOLIDAYS	City of Edinburg	Immediately	Ten paid holidays per year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Friday after, Christmas Eve & Day.	Holidays on Sunday observed following Monday. Holidays on Saturday observed preceding Friday.
VACATION LEAVE	City of Edinburg	After completing probationary status.	15 days per year	Accrual of 4.61 hours per pay period allowed to a maximum of 20 days (160 hrs). Maximum days of vacation leave employee may take per year is 15 days. Maximum payable upon termination is 20 days after completing probation status. Vacation must be scheduled with supervisor in advance.
SICK LEAVE	City of Edinburg	Immediately	15 days per year	Maximum accrual of sick leave is 110 days (880 hrs). Civil Service officers may accumulate sick leave without limit. Maximum payable upon termination is 720 hrs. For civil and non-civil employees retiring after 20 yrs or more years of service.
FAMILY AND 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, for the birth or adoption of a child, qualifying exigency arising out of the fact that spouse, son/daughter, parent is on active duty or call to active duty status in support of a member of the National Guard or Reserves, and/or because you are the spouse, son/daughter parent, next of kin of a covered servicemember with a serious injury or illness.	Use accrued leave balances to fund leave or if leave has exhausted, unpaid leave. May require certification of a health care provider, other documentation, and/or prior approval. Forms are available in the Department of Human Resources.
FUNERAL LEAVE	City of Edinburg	Immediately	Leave with pay up to three (3) working days in case of death of an immediate family member.	If employee wishes to attend other funerals (other than immediate family), vacation leave or compensatory time (if applicable) must be used as approved by supervisor.
JURY DUTY	City of Edinburg	Immediately	Jury duty (travel to and from, jury panel selection and actual jury duty) shall be excused with pay.	Employees are permitted absence leave with pay for the length of time while serving jury.
MILITARY LEAVE	City of Edinburg	Immediately	Employee shall receive pay for up to a maximum of 15 days in a calendar year. Federal and State Law shall apply when employee called into active military service due to national emergency.	If employee is a member of National Guard, or any reserve component, you are allowed 15 days of military leave each calendar year for attending annual training.

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RETIREMENT	City of Edinburg and Employee	Immediately	Texas Municipal Retirement System monthly income to system retirees. Earliest eligibility is 10 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 contributions 7% of gross (pre-tax). The City matches the employee contribution at a rate of 2 to 1 at retirement. The employee becomes vested after 10 years of service.
LIFE INSURANCE	City of Edinburg	Immediately	\$10,000 Term Life Insurance, \$10,000 Accidental Death and Dismemberment Insurance. Supplemental Life for Employee up to \$250,000, Spouse up to \$20,000 and Child (ren) up to \$10,000.	Life insurance benefits paid by city for full-time employees and City Councilmembers. Supplemental Life will be paid by employee, if elected.
LIFE INSURANCE	City of Edinburg	Immediately	Supplemental death benefit equal to one year's salary for active employees. \$7,500 for retirees.	Benefit provided through Texas Municipal Retirement System membership.
LIFE INSURANCE	City of Edinburg	Immediately	If a compensable injury to the employee results in death, the amount of the benefits is equal to 75% of the employee average weekly wage (not to exceed the maximum weekly benefits). In addition, a burial benefit up to \$6,000.	Benefit provided through Texas Workers' Compensation Commission.
VOLUNTARY LIFE INSURANCE	Employee	Immediately	Supplemental Term Life and Accidental Death and Dismemberment Insurance.	Additional Term Life is available to employee, spouse and family. Additional Accidental Death and Dismemberment option available to employee only, as part of Cafeteria Plan Benefits.
LONG-TERM DISABILITY INSURANCE	City of Edinburg	Immediately	Long term disability income insurance. The plan also offers an EAP (Employee Assistance Program). Please refer to EAP below for details.	If you are disabled and unable to work due to an injury, sickness, or disabling pregnancy, LTD insurance will pay a monthly benefit up to 60% of base wages after 90 days elimination period.
MEDICAL INSURANCE	City pays employee's coverage. Employee may elect and make payroll deduction for dependent coverage. Retirees pay dependent coverage.	Immediately	Hospitalization and Medical Care. Prescription Drug Benefit with small co-payment. Mail order for maintenance medications. \$300 preventive care benefit. Continued medical coverage offered to retiring employees at no cost.	Blue Cross/Blue Shield - \$20 office visit co-pay dependent coverage categories available are spouse, child (ren) and family. PPO pharmacy listing \$25/\$40 brand name, \$10 generic, \$25.00 generic/\$62.50 preferred brand name/\$100.00 non-preferred brand name 90-day mail order. Coverage provided by Aetna Insurance to retirees at age 65 and over.
DENTAL INSURANCE	City Pays for employee's coverage for the Core Plan. City pays part of the employee's coverage for the Buy-Up Option. Employee may elect and make payroll deduction for dependent coverage.	Immediately	100% diagnostic and preventive care, basic restorative care, and major dental benefits based on list covered dental procedures.	Categories of coverage available for dependents are spouse, child (ren), and family. \$50 individual deductible, maximum benefit per year \$1,200 per covered member.

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CAFETERIA FLEXIBLE BENEFIT ACCOUNTS	Employee	Immediately	Employee may enroll for voluntary supplemental insurance coverage.	Allows for payment of supplemental insurance coverage for employees and dependents through Allstate (and AFLAC for grandfathered employees only) insurance providers. Insurance plans available are Life, STD, accidental, cancer, critical illness and hospital indemnity. Subject to IRS rules.
LONGEVITY PAY	City of Edinburg	After 1 year of service	<p><u>Non-Civil Service Employees</u> \$7 per pay period for each year of service up to 25 years.</p> <p><u>Civil Service Employees</u> \$2.07 per pay period for each year of service up to 25 years.</p>	Paid bi-weekly in addition to regular pay.
EMPLOYEE ASSISTANCE PROGRAM	City of Edinburg	Immediately	Access for employees and immediate household members to up to 3 telephonic EAP consultations per problem, with an unlimited # of problems. Problems covered by the service encompass a wide variety and can include personal and marriage counseling. Referrals to community services, such as Alcoholics Anonymous, Eldercare and the Grievance Center. 24/7 Internet access to EAP website.	To contact Aetna or Professional Aetna trained Disability and Behavioral case managers, call (214) 200-8705
CREDIT UNION	No charge by the City of Edinburg	Immediately	Free checking, interest bearing savings, competitive interest rates, low interest credit cards and competitive rates for home or auto loans. \$25 to open account.	County and Municipal Credit Union 3010 S. McColl Road – Edinburg, Texas 78539 (956) 383-6263
DIRECT DEPOSIT	No charge by the City of Edinburg	Immediately	Employee can authorize electronic direct deposit of payroll earnings.	Employees can authorize City Finance Department to direct deposit payroll earnings into their personal checking or savings account(s).
DEFERRED COMPENSATION	Employee	Immediately	Voluntary 457 plan, contribution taken on a pre-tax basis. Maximum contribution \$7,500 per year.	Provider: Nationwide and ING (VALIC for grandfathered employees). Employees have a selection of investment may access account information by phone and internet.
UNIFORMS	City of Edinburg	Immediately	Uniforms	Many departments issue uniforms to employees.
CAR ALLOWANCE	City of Edinburg	Immediately	Car allowance available to administrative staff for City business use of their personal vehicles.	Car allowance pay available to City administrative staff as designated by City Manager for use of their personal vehicles on City business.

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EMPLOYEE OF THE MONTH	City of Edinburg	After completing probationary status	\$250 one time performance payment, recognition in local newspapers/ECN News and one day off approved by City Manager with pay.	City employee receives name and picture recognition in local newspapers and appreciation certificate from the City Manager.
WORKERS' COMPENSATION	City of Edinburg	Immediately	Medical care and weekly indemnity payments to employees injured on the job.	Workers Compensation insurance coverage administered by Montalvo Insurance.
SOCIAL SECURITY (FICA & Medicare)	City of Edinburg and City Employee	Immediately	City contributes 6.20% (FICA) and 1.45% (Medicare) for taxable earnings.	City participates in social security program.
UNEMPLOYMENT BENEFITS	City of Edinburg	As determined by Texas Workforce Commission	City contributes .5% of employee's first \$9,000 taxable earnings.	Unemployment benefits are available to eligible terminated employees through Texas Workforce Commission.

Updated: 10.12.2009