

CITY OF KYLE BENEFIT SUMMARY CHART

October 1, 2019– September 30, 2020

Type of Benefit	Who Pays the Cost?	When Eligible?	Description of Benefit	Comments
Holidays	City of Kyle	Immediately	<p>Twelve paid holidays per year: New Years Day, Martin Luther King Day, President’s Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Friday after, Christmas Eve and Day</p> <p>2 Floating Holidays</p>	<p>Holidays on Sunday observed following Monday. Holidays on Saturday observed preceding Friday</p> <p>Floating Holidays are to be used at the employee’s discretion but must used by 09.30.2020</p>
Vacation	City of Kyle	After 6-month probationary period	<p>1-9 years of service: 10 days per year 10-19 years of service: 15 days per year 20+ years of service: 18 days year. CIVIL SERVICE: CONSULT SEPARATE REGULATIONS.</p>	<p>Vacation must be scheduled with supervisor in advance. Vacation maxes out at excess of total sum of annual vacation time awarded for a two-year period to the individual as determined by the employee’s years of service. CIVIL SERVICE: CONSULT SEPARATE REGULATIONS</p>
Sick Leave	City of Kyle	After 1 st month of Employment	<p>All regular FT employees accrue 8 hours of sick leave each month of service</p>	<p>Unused sick leave time must be accumulated up to a maximum of 480 hours. Unused sick leave shall not be paid upon termination. CIVIL SERVICE: CONSULT SEPARATE REGULATIONS</p>
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.	<p>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. Eligible employees can take up to 12 weeks for any “qualifying exigency” and up to 26 weeks in a “single 12-month period” to care for a covered service member with a serious injury or illness.</p>	<p>Use accrued leave balances to fund leave or if leave has been exhausted, unpaid leave. Requires certification of health care providers and prior approval. Forms are available in Human Resources.</p>
Bereavement Leave	City of Kyle	Immediately	<p>Leave with up to three (3) working days in case of death in immediate family.</p>	
Retirement	City of Kyle & Employee	Immediately	<p>Texas Municipal Retirement System (TMRS) monthly income to system retirees. Earliest eligibility is 5 years at age 60 or 20 years at any age. Employees having public service at another entity may apply for time credit</p>	<p>Employee contributes 7% of gross (pre-tax). The City matches the employee contribution at a rate of 2:1 at retirement. The employee becomes vested after 5 years of service</p>
Life Insurance	City of Kyle	First of the month after 30 days of employment	<p>Basic Term and AD&D Regular EE’s - \$20,000 Managers - \$40,000 Administrators - \$100,000</p> <p>Supplemental death benefit equal to one year’s salary</p>	<p>Benefits provided through TML Health Benefits Pool</p>

Type of Benefit	Who Pays the Cost?	When Eligible?	Description of Benefit	Comments
Voluntary Life Insurance	Employee	First month after 30 days of employment and carrier acceptance	Supplemental Term Life and Accidental Death & Dismemberment Insurance	Additional Term Life is available to employee, spouse, and family. Additional AD&D option available to employee only.
Health	City pays Employee's coverage. Employee may elect and make payroll deduction for dependent coverage	Immediately	<p>TML Health Benefits Pool United Healthcare Options Choice Plus Provider Network. To locate providers: www.tmliebp.org or 1-800-282-5385.</p> <p>2 Plans Offered:</p> <p>1. Traditional PPO Plan: Deductible: \$250/\$500 (Network/Non-Network) Benefit Percentage: 85%/50%</p> <p>2. High Deductible Plan w/ Health Savings Account Deductible: \$1400/\$1650 (Network/Non-Network) Benefit Percentage: 90%/60%</p> <p>***Employer contributes \$92.22/mo. into the HSA of employees enrolled in the High Deductible Plan</p>	<p>Prescription Benefits:</p> <p>\$10 Copay for generic medications - Preferred Network Pharmacies 30-day supply</p> <p>NOTE: Please refer to the Medication Therapy Management Program Benefits Guide for a List of Pre-Authorization, Step Therapy, and Cost Share drugs and program guidelines.</p>
Dental	City of Kyle pays Employee's coverage. Employee may elect and make payroll deductions for dependant coverage	Immediately	<p>PPO through Dental Network of America (DNoA)</p> <p>\$2,000 Calendar Year Maximum</p> <p>No deductible for Preventative</p> <p>\$50 Calendar Year Combined Deductible for Basic/Major</p> <p>Preventative: 100% Basic: 80% Major: 50% Orthodontic: \$50 lifetime deductible Orthodontic Benefits: 100% up to \$3,000;</p>	<p>Coverage available for dependants is for entire family.</p> <p>Orthodontic Benefit limited to dependents under the age of nineteen (19)</p>

Type of Benefit	Who Pays the Cost?	When Eligible?	Description of Benefit	Comments:
Vision	City of Kyle pays for Employee's coverage. Employee may elect and make payroll deduction for dependent coverage.	Immediately	No Preferred Provider Network Annual Eye Exam: \$85 per calendar year Materials (Prescribed frames, lenses, and/or contact lenses): \$225 per calendar year	Coverage available for dependents is for entire family. No framed lenses and contact lenses in same calendar year.
Flexible Spending Account	Employee	Immediately	Employee may enroll for reimbursed medical expenses or dependent care expenses and be reimbursed with tax-free income.	\$2,750 max Medical Flexible Spending Account \$5,000 max Dependent Care Flexible Spending Account
Longevity Pay	City of Kyle	After one year of service	All regular FT employees employed for 1 year or more shall be eligible for additional compensation at a rate of \$9 per month for each full year of continuous service with the City of Kyle up to a maximum of 25 years.	This pay will be awarded annually, as a lump sum, during December each year
Employee Assistance Program	City of Kyle	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: Deer Oaks – 1-866-EAP-2400 Assistance available 24/7 or go to www.deeroaks.com
Banks/Credit Unions	No Charge	Immediately	Free checking, competitive interest rates, etc.	GEFCU, Randolph Brooks Federal Credit Union, Wells Fargo, Broadway, First Lockhart
Deferred Compensations	Employee	Immediately	Voluntary 457 plan, contributions taken on a pre-tax basis	Provider: ICMA May access account information 24/7 by phone or internet: NRSforu.com or 1-877-77-3678
Short-Term/Long-Term Disability Insurance	City of Kyle	Immediately	<u>STD</u> – Benefit - 60% Max Benefit - \$1,000/week Elimination period: 15/15 accident/sickness Benefit period is 13 weeks <u>LTD</u> – Benefit – 60% Max Benefit - \$5,000 per month Elimination period: 90 days Benefit period to age 65 years of age	

Tuition Reimbursement	City of Kyle	All regular FT employees who have successfully completed their probationary period as a new hire before the start date of their course.	The Program will reimburse eligible employees the covered costs of tuition and books (up to the maximum fiscal year allotted amount) who take job related, City career-enhancing credit courses at accredited degree granting colleges and universities.	<p>The City will reimburse up to 100% of the tuition cost for an "A" grade.</p> <p>The City will reimburse up to 85% of the tuition cost for a "B" grade.</p> <p>The City will reimburse up to 70% of the tuition cost for a "C" grade.</p> <p>No reimbursements will be made for grades lower than a "C" grade</p>
Volunteer Time Off (VTO)	City of Kyle	All regular FT and regular PT employees who have successfully completed their probationary period as a new hire.	The City encourages all employees to take part in projects that support the community in which we serve. Employees are eligible to use up to 12 hours of paid time off during regularly scheduled work hours each calendar year to volunteer for a charitable organization in our community. Regular PT employees are eligible to use up to 6 hours of paid time off during regularly scheduled work hours that may be spread over several days during the calendar year.	Employees must submit a Volunteer Time Off (VTO) request form and submit to his/her supervisor at least two weeks prior to the request time off for approval.
City of Kyle Wellness Program	City of Kyle & Employee	Immediately	A voluntary program of formal & informal activities designed to improve the health & well-being of all employees & reduce or eliminate health issues affecting employee health & work productivity. The Wellness Program consists of activities which include awareness, lifestyle change, & supportive policy/ environment. This Wellness Program was established to inspire employees to take stock in their personal health/wellness by creating awareness of classes, programs & other benefits.	