



CITY OF ELBERTON Employee Benefits Information

The City of Elberton offers an attractive benefits package to its employees. Benefits are as follows:

- Health Insurance (50% paid by city)
- Dental Insurance (100% paid by city)
- Life Insurance (50% paid by city)
- Vision Insurance
- 457(b) and 401(a) Retirement Plans
- Pension Plan
- Direct Deposit
- Worksite Wellness Program
- Christmas Savings Deposit
- Christmas Bonus
- 10 paid holidays per year
- Up to 18 days of Annual Leave accrued per year
- 12 days Sick Leave accrued per year
- Training
- Peace Officers Annuity and Benefit Fund (if applicable)
- Fire Fighters Pension Fund (if applicable)

Health Insurance (optional). Employees may choose employee-only, employee & child(ren), employee & spouse, or family coverage. Three plan options are available:

- Two HMO plans (H-353 or H-700)
- One Point-Of-Service plan

Please contact Barbara Winn at 706-213-3100 for additional information. Employees pay ½ of the premiums and the City pays ½.

Dental Insurance (optional). Coverage is provided to employees & dependents who have medical coverage. City pays 100% of premiums.

Life Insurance (optional). Employees may choose employee-only or employee & dependent coverage with the following benefits:

- Employee coverage \$15,000
- Spouse coverage \$2,000
- Child(ren) \$1,000

City pays 50% of premiums and employee contributes 50%. Employees wanting higher coverage limits may purchase additional insurance at the group rate. Please contact Barbara Winn at 706-213-3100 for additional information.

Vision Insurance (optional). Employees may choose employee-only or family coverage. This benefit is provided on a voluntary basis with employees paying 100% of premiums. Please contact Barbara Winn at 706-213-3100 for additional information.

457(b) Deferred Compensation Retirement Plan (optional). The City offers a deferred compensation plan that is administered by the Georgia Municipal Association. The company MetLife administers the individual accounts. Employees may contribute through payroll deduction a portion of their income *before* taxes in a variety of mutual funds.

401(a) Defined Contribution Retirement Plan (optional). Employees who participate in the 457(b) retirement plan (listed above) will receive an automatic 100% match of their contributions up to 4% of their incomes. Matching contributions are vested on the following schedule: 20% after 1 year of service, 40% after 2 years, 60% after 3 years, 80% after 4 years, and 100% vested after 5 years. *Rev. 7/1/07*

Pension Plan. The City pays 100% of the pension retirement plan. The employee is eligible to participate after 1 year of service. The employee is 100% vested in the plan after completing 10 years of service. Retirement benefits are based on the five highest years of salary and the number of years of service with the city.

Miscellaneous Benefits

Performance-Based Reviews. A new employee's job performance is reviewed generally after six months of service unless otherwise specified upon hire. Performance appraisals are then completed annually or as needed.

Holidays: Employees are paid for 10 holidays per year as adopted by Elberton City Council.

Leave. Employees accrue annual leave and sick leave each month.

The accrual rate of annual leave is based on years of employment.

- 1 month - 5 years = accrue 8 hours per month
- 6-12 years = accrue 9.33 hours per month
- 13-19 years = accrue 10.66 hours per month
- 20 and over = accrue 12 hours per month

Annual leave can be accrued up to 240 hours.

The accrual rate of sick leave is 8 hours per month. Sick leave can be accrued up to 720 hours.

Sick Leave Pool. Participation is voluntary. Each participating employee shall contribute one day of sick leave at the end of each calendar year, except for the first year of membership in which the employee shall contribute two days. Employee must participate in the pool before he/she is eligible to withdraw leave from the pool.

Other Benefits Available:

Direct Deposit	Funeral Leave
Christmas Bonus	Training
Worksite Wellness Program	
Christmas Savings Deposit	