



Regular Employees Benefits Overview

New employees are eligible for coverage the first of the month following their hire date and have 31 days to make elections for medical/dental, flexible spending and life insurance coverage. To make any changes to elections outside of open enrollment you must have a qualifying life event such as marriage, divorce, birth of a child, etc.

Premiums are calculated on 24 pay periods per year. The City Insurance program is self-funded and contributes approximately 70% of the cost for Medical and Dental premiums.

Medical/Prescription Insurance – The City of Pittsburg’s medical plan is administered through Health Plans Inc., and our prescription drug plan is administered through Southern Scripts.

Employee cost for medical/Prescription insurance is as follows:

- Employee Only - \$33.98 bi-weekly
- Employee/Child(ren) - \$113.93 bi-weekly
- Employee/Spouse - \$118.65 bi-weekly
- Employee/Family - \$142.39 bi-weekly

Dental Insurance – Delta Dental Kansas provides comprehensive dental services. Coverage is subject to a 240-day waiting period for major dental work.

Employee cost for dental insurance is as follows:

- Employee Only - \$7.57 bi-weekly
- Employee/Child(ren) - \$32.86 bi-weekly
- Employee/Spouse - \$34.22 bi-weekly
- Employee/Family - \$42.54 bi-weekly

Vision Insurance – The City of Pittsburg’s vision plan is administered through VSP and provides you with an affordable eye care plan.

Employee cost for vision insurance is as follows:

- Employee only - \$4.43 bi-weekly
- Employee/Child(ren) - \$7.24 bi-weekly
- Employee/Spouse - \$7.09 bi-weekly
- Employee and family - \$11.67 bi-weekly



Flexible Spending – Through Health Plans Inc., Flexible Spending Accounts allow employees to make pre-tax salary contributions to pay for qualified medical expenses that are not reimbursed by group medical insurance or any other source, and to pay dependent care expenses. By reducing taxable income, FSAs actually increase disposable income. The funds put into an FSA are not subject to Federal income and FICA taxes, nor most state and local income taxes. In general, an employee can save 20% to 40% on covered expenses using a FSA. The maximum amounts that can currently be contributed are \$3,300 for medical and \$7,500 for dependent care. Generally once an election is made; it cannot be changed without a qualified life event, such as marriage, divorce, birth of a child, etc. Any out of pocket expenses not incurred up to \$610 will roll over to the next plan year. Employees must participate in the flex plan in the next year to be eligible for the carryover.

Standard Voluntary Life Insurance – A \$10,000.00 voluntary term life insurance policy is available for all full-time City employees. The policy includes accidental death and dismemberment coverage. The cost of employee only coverage is shared between the employee and the City. The premium cost for the employee is \$2.29 bi-weekly. Dependent life insurance is also available for purchase for \$3.74 bi-weekly. The City does not contribute for dependent coverage.

KPERS Basic Life Insurance and Death Benefits for Active Members - Basic group life insurance equal to 150 percent of an employee's annual salary is provided upon meeting eligibility requirements. The City pays for the cost of this benefit. The Retirement System also returns an employee's contributions and interest in the event of death if vesting has not occurred. If vested, retirement benefits are paid.

KPERS Optional Life Insurance for Active Members - Coverage amounts range from \$5,000 to \$400,000 in \$5,000 increments. New employees are eligible for an initial \$250,000 of guaranteed coverage *without* proof of good health within 30 days of their KPERS effective date. Proof of good health is required for amounts over \$250,000. Employees can make changes at any time with proof of good health, they can enroll for or increase coverage by up to \$50,000 without proof of good health when employees have a family status change like marriage, divorce, birth or adoption. Optional life insurance premiums are based on the amount of coverage and age of the employee. Coverage for spouses and children is also available.

Retirement - City employees are covered by the Kansas Public Employees Retirement System or Kansas Retirement System for Judges.

Kansas law requires all eligible employees must become members. A covered position requires at least 1,000 hours per year. Membership with KPERS starts your first day of employment. Members hired before July 1, 2009 and active on July 1, 2009 join as a



KPERS 1 Member, members first employed in a covered position on or after July 1, 2009 join as a KPERS 2 Member, and members first employed in a covered position on or after January 2015 join as a KPERS 3 Member. KPERS 1, KPERS 2, and KPERS 3 members contribute 6% of gross salary. In addition, the City makes a contribution which covers the cost of the basic life insurance and death benefits through KPERS.

Employees automatically earn service credit for the years worked in a covered position. Effective July 1, 2009, all KPERS members are vested with five years of service. At retirement, KPERS offers a variety of payment options.

Deferred Compensation – Employees are eligible upon hire to participate in a deferred compensation plan by specifying an amount to contribute to their individual account from each pay period on a pre-tax basis. The City of Pittsburg sponsors these programs through ICMA (International City/County Management Association) and Empower Retirement. Contributions are invested as directed by the employee. Representatives are available to meet with or discuss over the phone the investment options and the benefits of the plan participation.

KPERS Job-Related Accidental Death and Dismemberment (AD&D) - If an employee dies from an on-the-job accident, the spouse will receive a monthly benefit based on 50 percent of the employee's final average salary, less Workers' Compensation. The minimum benefit is \$100 per month. He or she will also receive a \$50,000 lump-sum payment. This is in addition to the life insurance and returned retirement contributions.

KPERS Disability Benefits for Active Members - Employees may qualify for a disability benefit based on 60 percent of the annual salary. To qualify, employees must be totally disabled for 180 days and no longer receive compensation from the City. In addition, the employee must apply for Social Security benefits and complete any appeal process. The City provides this long-term disability benefit. Employees continue receiving service credit and basic life insurance coverage for approved disability periods.

Employee Wellness Golf Program

As part of a wellness initiative, full-time employees and one household member are offered a free regular annual golf pass. Additional rental options are not included with the free pass.



Paid Time Off

Vacation - Vacation leave begins accruing when an employee receives compensation as a full-time employee and is accrued each pay period.

From the beginning of	Through the end of	Pay Period	Annually	Maximum
1st year	6th year	3.38 Hours	88 Hours	220 Hours
7th year	14th year	5.23 Hours	136 Hours	340 Hours
15+		7.23 Hours	188 Hours	470 Hours

Sick Leave - Full-time employees shall earn and accrue sick leave at the rate of 3.69 hours per pay for a maximum yearly total of 96 hours of sick leave. Employees may accumulate a maximum of 150 days (1200 hours) of sick leave. Sick leave may be used for illness of the employee, or the employee's immediate family as defined by sick leave policy in the City's Employee Handbook.

Sick leave will be used in conjunction with Family and Medical leave of absence.

Sick Leave Pool – All full-time employees may join a Sick Leave Pool upon meeting requirements as defined in the City's Employee Handbook. The Sick Leave Pool provides a continuing income to those members who are faced with a personal major illness or accident and have used all of their individual leave time. Membership in the pool is optional and is not a mandatory condition of employment.

Holidays - Full time employees are eligible for the following official holidays:

Independence Day	New Year's Day
Labor Day	Martin Luther King's Birthday
Veterans Day	Memorial Day
Thanksgiving Day	Friday following Thanksgiving
Christmas Day	Juneteenth

In addition to the holidays listed above, the City Manager may designate a day immediately preceding New Year's Day or Christmas Day as a paid holiday. When a holiday occurs on a weekend, the City Manager will determine if the holiday will be observed on the preceding Friday or Monday following the holiday.



Employee Assistance Program – Life happens! The City offers employees access to six free wellness counseling visits through Crawford County Mental Health. Teladoc Mental Health Counseling is a virtual wellness service available 24/7, so employees always have a safety net when times get tough. Teladoc is just \$35 co-pay for employees.

Tuition Reimbursement Assistance – employees who have served in their role with the City for at least one year are eligible to apply for tuition reimbursement assistance. This benefit provides up to \$3,000 maximum annually to offset the costs of tuition for a college degree or vocational education. Education must be job-specific and approved by the Department Head, Human Resources, Finance, and the City Manager.

Paid Parental Leave – This benefit affords the birth or primary parent with six weeks of paid leave to care for a newborn, adopted children and/or children placed through foster care services. Additionally, the supporting parent is provided three weeks of paid parental leave to care for their spouse or new child(ren).

For specific information or to address specific questions, please contact Human Resources. Benefits are subject to change at any time, and you will be notified of plan changes.