

FOR MORE INFORMATION

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CITY of CAPE GIRARDEAU

Employee Benefits Summary

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SUMMARY OF BENEFITS

As a full-time employee of the City of Cape Girardeau, you enjoy a comprehensive benefit program. This pamphlet describes the benefits available to you as part of your total compensation package.

HOLIDAYS

Employees receive twelve paid holidays per year including: New Year's Day, Martin Luther King's Birthday, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day.

VACATION

Employees are eligible for vacation leave according to the following schedule: for 0-5 years of continuous service, an employee receives 96 hours annually; for 6-10 years of continuous service, an employee receives 120 hours annually; for 11-15 years of continuous service, an employee receives 144 hours annually; for 16-20 years of continuous services, an employee receives 168 hours annually; 21 or more years of continuous service, an employee receives 192 hours annually. Accruals occur bi-weekly across 26 pay periods per year. There is an accrual cap of 240 hours per fiscal year.

PERSONAL DAYS

Employees are granted leave with pay for two days per fiscal year for personal reasons of their choosing. Police Department uniformed employees are granted leave with pay for three days per fiscal year.

SICK LEAVE

All full time employees are eligible to accrue 96 hours annually. Maximum sick leave accrual is 960 hours.

RETIREMENT

The City provides retirement benefits to full time employees through the Local Government Employees Retirement System (LAGERS). The City pays the full cost of the LAGERS retirement program as a part of a coordinated retirement plan which combines the benefit of LAGERS with regular Social Security.

DEFERRED COMPENSATION

The City offers a voluntary deferred compensation plan for all full time employees. Employees may benefit from this through a payroll deduction, whereby payment of a portion of the salary is deferred, reducing tax liability and providing for additional savings toward retirement.

CREDIT UNION

Employees have the option of enrolling in any of the services offered by Cape Regional Credit Union by payroll deduction and/or direct deposit. Please contact their local branch for more details on available services.

HEALTH & DENTAL INSURANCE

The City pays monthly dental and health insurance premiums for all full time City employees. Under these plans, full time employees may also elect to cover their spouse and/or dependents at their own expense.

LIFE INSURANCE

The City pays monthly life insurance premiums for all full time employees. Under this plan, full time employees are covered by a life insurance policy amounting to 1 x's an employee's annual salary up to \$ 50,000. A \$ 10,000 policy for dependents may be purchased at the employee's expense.

OPTIONAL GROUP TERM LIFE INSURANCE

The City gives the employees the option to purchase additional life insurance, at their own expense. This life insurance policy can be for \$10,000 up to \$500,000. Life benefits amount in excess of \$100,000 must be approved by Anthem's underwriting department.

VISION & SUPPLEMENTAL INSURANCE

City employees are eligible to enroll, at their expense, in additional vision offered by Anthem and/or supplemental insurance benefits offered by Colonial Life & Accident Insurance Company.

PRE-TAX SAVINGS

City employees are eligible to participate in the IRS Tax Savings Benefit Program. This program allows the City to deduct the amount for dependent health insurance premiums, child care and reimbursable medical expenses before taxes are withheld. Employees may sign up one time each year or at times when there is a qualified event affecting employee's status.

PERSONAL ASSISTANCE SERVICES (PAS)

This program provides confidential, professional assistance to help employees and their families resolve issues that affect their personal lives or job performance. The initial assessment and counseling services are free to employees and family members.

CITY FACILITIES

City employees must present a City ID badge in order to use the following facilities free of charge. Employees may use the aquatic facilities at Central Municipal Swimming Pool and Cape Splash. The gym at Arena Building, and gym/weight room at Osage and Shawnee Recreation Center. The greens fee is waived at the Jaycee Municipal Golf Course. The free use of facilities benefit does not include recreation programming or special events. Employees may also obtain a Cape Girardeau Public Library card free of charge.

TUITION REIMBURSEMENT

Full-time employees who have completed 12 months of continuous service with the City are eligible to receive up to \$850 per fiscal year towards educational tuition.