

City of Schertz Benefits Summary as of 1 Oct 2008, Revised 3 Oct 08

This overview of the City of Schertz Benefits is presented as a matter of information only and does not constitute a contract. In addition, the benefits are subject to change.

For Regular Employees who work 20 hours or more per week, the City contributes, for each pay period, 14% of the employee's gross salary for that pay period towards the Texas Municipal Retirement System fund, and the employee contributes 7% of gross salary for the pay period towards his/her retirement fund. Employees automatically become a member of the City's retirement system upon the 1st day of employment with the City.

For Regular Full Time Employees who work at least 30 hours per week, the City provides a medical plan, dental plan an eye care plan, life insurance, and long-term disability at no cost to the employee. Dependent coverages (except for long term disability) are available at the expense of the employee. The medical, dental and vision insurance is under a 125 Cafeteria Plan. While the City pays for standard employee coverage, any deductions for dependent coverage or deductions for employees who elect the HMO buy-up are taken out of the employee's paycheck before it is taxed. Healthcare coverages have a 60 day waiting period from the date of hire and will not be effective until the 1st day of the month following the 60 day waiting period.

Non-exempt City Employees in regular positions receive pay for a full day at their regular rate for ten (10) paid holidays per year. If one of the holidays falls on a Saturday, City employees will celebrate that holiday on the preceding Friday. When such a holiday falls on a Sunday, City employees will celebrate that holiday on the succeeding Monday. If one of the above holidays is followed by a Friday or preceded by a Monday, that Friday or Monday shall also be considered a City holiday.

The first year of employment is a probationary period. Temporary and probationary employees with less than 6 months of employment are not entitled to paid vacation. During the first six months employment, vacation is not generally granted except at the discretion of the Department Head for significant personal events in the employee's life. Vacation time is allowed after six (6) months of probationary employment. For Full Time employees, vacation time is accrued at the rate of 1 day for each month of service for employees with five or less years of continuous employment, 1.25 days for each month of service for employees with six through ten years of continuous employment, and 1.66 days for each month of service for employees with 11 or more years of continuous employment. For all fire and EMS employees who work 24 hours shifts, vacation time is accumulated at the rate of 10 hours for each month of service for employees with 5 or less years of continuous employment, 12 hours for each month of service for employees with 6 to 10 years of continuous employment, and 16 hours for each month of service for employees with 11 or more years of continuous employment.

For Full Time employees, the City provides longevity pay after the first year of employment is completed. The longevity pay rates are dependent on the length of longevity with the City.

All employees are covered under Worker's Compensation from date of hire.

Other Benefits provided to full time employees are:

1. Employees are automatically eligible for membership in the Randolph Brooks Credit Union.
2. The City offers direct deposit for up to five bank accounts. Employees, as part of this direct deposit program, can choose to direct part of their paycheck to the Schertz Bank and Trust Christmas Club Savings program. This is a variable interest bearing savings account with no service charges or withdrawal fees normally. However, there is a service charge of \$2.00 for each withdrawal in excess of 3 withdrawals in a calendar month. Minimum deposit is \$5.00 per pay period.
3. The City offers two 457 plans. These plans are voluntary tax-favored programs that allows the public employee to contribute a portion of his or her salary before federal taxes into a supplemental retirement account. Since this is long-term investment, withdrawal prior to retirement is limited to certain financial hardship situations.
4. Another optional insurance package available is supplemental insurance, which may or may not be payable with pre-tax dollars.
5. Employee Assistance Program is provided with 8 free counseling sessions per year per family member per problem/issue.
6. Tuition Reimbursement is available to the employee. Tuition may be reimbursed up to \$1,000 per fiscal year depending on funds availability.
7. In some cases, certification pay, clothing allowances, standby pay, special duty pay, and uniforms may also be provided depending upon the position and the qualifications of the employee.