

**YOUR BENEFITS**  
as an Employee of the City of High Point



This handbook is a brief outline  
of benefits available to employees  
of the City of High Point.

It is not intended to constitute  
an expressed or implied contract  
between the City and the employee.

City Internet site

*Open Internet Explorer. At Address: type **www.highpointnc.gov***

City Intranet site

*Open Internet Explorer. It is your home page.*

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Fellow employees,

I'm glad that you have chosen to work with the City of High Point. We are a large, dedicated working family of more than 1,400 people who try to provide the best service possible to the residents of this city.

High Point city government has one purpose — to provide effective, efficient service to the total community. High Point residents are our customers. They are the reason we're here, and all of us must be committed to using our skills and knowledge to serve them.

The purpose of this EMPLOYEE BENEFITS HANDBOOK is to help you better understand your benefits as a city employee. It was developed by the Benefits Education Team, a group of employees which is working on ways to make it easier for you to get accurate answers to your questions about employee benefits. Other aspects of employment with the City of High Point are covered in the Personnel Resolution, which you have received in printed form or which you can access on the intranet.

We have not tried to cover every detail of your benefits in this handbook. Instead, we have committed the resources to develop a benefits liaison program. Your department's Benefits Liaison has received formal training and been certified as qualified to answer your questions accurately. For a list of current Benefits Liaisons, contact the Human Resources Department.

I hope that you will enjoy your career with the City of High Point. Working together, we will fulfill our mission.

Sincerely,

Greg Demko  
City Manager

# YOUR BENEFITS

as an Employee of the City of High Point

## HOLIDAYS

### ◆ Paid Holidays

If you are a full-time employee, you will receive full pay for the following observed holidays:

New Year's Day;	Labor Day;
Martin Luther King, Jr. Day;	Thanksgiving Day;
Good Friday;	Day after Thanksgiving; and
Memorial Day;	Christmas (2 days).
Independence Day;	

- If a holiday falls on Saturday or Sunday, the City Manager will decide whether it will be observed on the Friday before or the Monday after.

### ◆ Holiday Pay

If you are absent without approved leave the day before and/or the day after an observed holiday, you will not receive pay for the holiday.

If you have been on approved leave without pay for more than two work weeks, other than military and maternity leave, on an observed holiday, you will not receive holiday pay.

If you are absent on paid FMLA leave the day before and/or the day after an observed holiday, you will receive pay for the holiday.

If you are absent on unpaid FMLA leave less than two weeks the day before and/or the day after an observed holiday, you will receive pay for the holiday.

If you are absent on unpaid FMLA leave more than two weeks the day before and/or the day after an observed holiday, you will not receive pay for the holiday.

## LEAVES OF ABSENCE

◆ **Vacation** You will earn vacation leave each pay period. The amount of leave you earn depends on your years of service with the City.

<i><u>Years of Service</u></i>	<i><u>Vacation Earned Each Year</u></i>
less than two years .....	10 days
two to 5 years .....	12 days
5 to 10 years .....	15 days
10 to 15 years .....	18 days
15 to 20 years .....	20 days
20 years or longer.....	24 days

You may choose to save your vacation leave. At the end of the payroll period for your second pay check in January, any hours that you have saved over 300 will be converted into sick leave and added to your sick leave balance.

### ◆ **Sick Leave (for Full- and Part-time Employees)**

If you are a full-time employee, you will earn one paid sick leave day for each full calendar month that you work.

If you are a part-time employee who works a minimum of 1,000 hours per year and who is enrolled in the North Carolina Local Governmental Employees' Retirement System, you will earn six paid sick leave days each year.

If you are absent because you are sick for longer than two days at a time, you must give your supervisor a certificate from your doctor or the City of High Point Occupational Health Nurse stating that you could not perform your regular duties. Then, you will receive paid sick leave.

You may use up to 80 hours of your earned sick leave during a calendar year to care for your spouse, dependent child, or parent.

If you are a member of the North Carolina Local Governmental Employees Retirement System, you can add your earned, unused sick leave to your length of service when you retire. Each 20 days of unused sick leave counts as one month of service, and another month is credited for fewer than 20 days. For instance, if you have 21 days of unused sick leave, you will receive one month of credit for the first 20 days and another month for the 21st day.

Sick leave is used to increase your creditable service but sick leave cannot be used to meet the minimum qualifications for a disability retirement benefit.

If your employment is terminated, you will not be paid for unused sick leave.

## LEAVES OF ABSENCE, *continued*

◆ **Military Leave** If you are a member of the National Guard or Armed Forces Reserve, you will be allowed to take military training leave each year. Your leave credits and other benefits will continue.

You can take accumulated vacation leave or leave without pay. Employees who are guardsmen and reservists have all applicable job rights specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

◆ **Civil Leave** If you receive a summons to jury duty or a subpoena from a state or federal court to appear as a witness, you will be given leave with pay, plus fees received for jury duty.

If you initiate court action, volunteer to appear as a witness, or are a defendant in a non-City-related case, you will be excused from work for necessary court appearances. You will not be entitled to civil leave for such time. However, leave without pay or vacation leave may be granted for this purpose.

◆ **Educational and Community Service Leave** If you take courses that help you perform your duties or benefit the City in some other way, you are eligible for a leave of absence at full pay, partial pay, or without pay for up to nine months. Educational and community service leave must be recommended by your department head and approved by the City Manager.

◆ **Maternity Leave** You may be granted a maternity leave of absence without pay for up to six months with a recommendation from your department director. When you return to work, you will be guaranteed a position of the same classification, seniority, and pay.

◆ **Family and Medical Leave (FMLA)** If you have been employed with the City for at least twelve months and have worked at least 1,250 hours during the twelve months immediately prior to the requested leave, you are eligible for family and medical leave.

Family and medical leave may be granted with or without pay for up to twelve work weeks during a twelve-month period for: (1) a serious illness of the employee or immediate family member (spouse, son, daughter, or parent), (2) the birth or adoption of a child, or (3) the placement of a foster child.

The FMLA also allows eligible employees to take up to twelve work weeks of unpaid leave for certain “qualifying exigencies” related to a family member’s call to active duty. Other provisions of the FMLA allow eligible employees to take up to twenty-six work weeks

of unpaid leave to care for a covered service member who has a serious injury incurred in the line of duty when on active duty, if that service member is the employee's spouse, parent, son, daughter or next of kin. A physician's certification must be provided when you request family and medical leave due to a serious health condition. The City reserves the right to designate paid or unpaid leave for a serious health condition as Family and Medical Leave.

◆ **Funeral Leave** If a member of your immediate family dies, you may take up to three sick leave days for funeral leave per occurrence. Additional time may be granted under exceptional circumstances with the approval of your Department Director and the Director of Human Resources. "Immediate family" is defined as your spouse, children, mother, father, sister, brother, guardian, grandparents, grandchildren, plus the various combinations of half, step, in-law and adopted relationships.

◆ **Parental Leave** If you are a full-time employee with a school-aged child or you are the guardian or person standing *in loco parentis* for a school-aged child, you can take up to four hours of leave with pay each calendar year to participate in that child's school activities. You must give your supervisor at least 48 hours' notice before taking parental leave. Also, you must give your supervisor written verification from the school that you participated in school activities or you will be required to take leave without pay or vacation.

◆ **Shared Sick Leave** The City has established a shared sick leave pool for eligible employees who are absent from work due to their own serious health condition as defined under the Family Medical Leave Act.

## INSURANCE

◆ **Health Insurance** The City offers individual group health insurance (with an employee contribution) and the opportunity for the employee to pay for family, employee/spouse, or employee/child(ren) coverage. Coverage begins on the first day of eligible employment, with deductions starting during the first pay period of eligible employment.

◆ **Dental Insurance** The City offers a choice between a basic dental insurance plan and a premium dental insurance plan. The basic dental plan pays up to \$1,000 per covered individual per calendar year. The premium dental plan pays up to \$1,250 per covered individual per calendar year. Coverage begins on the first day of eligible employment, with deductions starting during the first pay period of eligible employment.

◆ **Life Insurance** The City provides term life insurance at no cost to all full-time and eligible part-time employees. This coverage starts after one full month of eligible employment. The term insurance is equal to your annual base salary as of January 1st of each year. You may pay for optional supplemental term life and dependent term life coverage through payroll deduction.

◆ **Retirement System Death Benefit** If you die as an active employee and you have contributed to the Local Governmental Retirement System for at least one year, your beneficiary(s) will receive a lump sum payment equal to your highest 12-month consecutive salary during the preceding 24 months, with a minimum of \$25,000 and a maximum of \$50,000. This benefit is also paid if you die within 180 days after the last day for which you are paid a salary.

## ADDITIONAL BENEFITS

◆ **Retirement Plan** If you work a minimum of 1,000 hours per year, you will be enrolled in the North Carolina Local Governmental Employees' Retirement System. You contribute 6% of your gross salary each pay day to the system through payroll deduction. The City contributes an actuarially-determined percentage of the gross payroll each month to the Local Governmental Employees Retirement System.

◆ **Supplemental Retirement for Law Enforcement Officers** All sworn law enforcement officers become members of the NC 401(k) Plan on the date they are sworn. The City of High Point contributes 5% of a sworn law enforcement officer's salary each pay day.

◆ **Law Enforcement Officers' Separation Allowance** The City provides a special separation allowance up to age 62 to qualified officers who retire early or who leave service early and who meet certain requirements specified by Section 7.7 of the City Personnel Resolution.

◆ **Employee Assistance Program** This program offers help to you or members of your family, who have personal problems which result in absenteeism and deteriorating job performance.

◆ **Tuition Reimbursement** When you submit a tuition reimbursement with the prior approval of your department head and the director of human resources, you may be reimbursed one-half of the approved costs for expenses such as tuition and books when you have completed the course successfully. Maximum reimbursement is \$2,000 per calendar year.

◆ **Social Security** All employees of the City are covered by Social Security. Social Security tax is automatically deducted from your pay each pay period. The City contributes a matching amount to the program in accordance with the provisions of the Social Security Act.

◆ **Beneflex** Provided by Section 125 of the Internal Revenue Code, the City's Beneflex program allows employees to spend pre-tax dollars on health and dental insurance premiums, out-of-pocket medical expenses, and dependent child care expenses.

◆ **Voluntary Supplemental Retirement Plans** The City offers you the opportunity to participate in three voluntary supplemental retirement plans: the NC Public Employee Deferred Compensation Plans (401(k) and NC 457) and a City-sponsored 457 Plan.

◆ **Credit Union** All City employees may join the Local Governmental Employees' Federal Credit Union. Local branches are located at 2305 Westchester Drive and 3850 John Gordon Lane. You may make contributions to the credit union through payroll deduction.

◆ **Savings Bonds** You may invest in savings bonds and other Treasury securities through the TreasuryDirect website at [www.treasurydirect.gov](http://www.treasurydirect.gov). Once you have an account established, you may make contributions to your account through payroll direct deposit.

◆ **Uniforms** The City of High Point provides uniforms for some employees in public services, utilities, recreation and public safety jobs. If you are provided uniforms, you must wear them while working on or near private property so that you are easily identified as a City employee.

◆ **Health Clinic** The City's Occupational Health Nurse provides occupational and non – occupational health and wellness services to all employees on Monday through Friday at the Health Clinic located in the Municipal Operations Center on East Green Drive.

◆ **Workers' Compensation** City employees are protected from on-the-job injuries or disability under the N.C. Workers' Compensation Law. Your medical bills will be paid and you will receive compensation as described in the City's Personnel Resolution. To preserve all rights under the law, you must notify your supervisor immediately of any accident or personal injury that happens on the job. Off-the-job injuries may be covered by the City's Health Insurance Plan.

◆ **Unemployment Compensation** Employees who are laid off or dismissed may apply for unemployment compensation through the local office of the Employment Security Commission. Eligibility for unemployment compensation will be determined by the Employment Security Commission.

◆ **Supplemental Benefits** The City offers voluntary insurance benefits through payroll deduction (vision, accident, auto, critical illness, disability, homeowners, ID theft, legal, and life) that you may wish to consider. You would be responsible for paying the insurance premiums for these voluntary insurance benefits.

## BENEFITS EDUCATION TEAM

The Benefits Education Team was formed in July 1997 to develop ways to make it easier for you to get accurate answers to your questions about employee benefits.

The team members are chosen by their respective Department Directors to serve a two-year term. Members were chosen based on their leadership and organizational skills.

For a list of current Benefits Education Team members, contact the Human Resources Department at 883-3257.

## BENEFITS LIAISONS

An employee in your department has volunteered or been chosen by your department head to serve as a benefits liaison for your department.

Liaisons have completed a 16-hour training program and taken a certification exam to ensure that they can answer accurately your questions about your benefits as a City employee. Also, with this training and continuing education sessions, they will be able to give you timely information when benefits change.

Your liaison will conduct orientation sessions about benefits for new employees in your department and advise the Human Resources Department of your suggestions about the benefits package.

For a list of current Benefits Liaisons, contact the Human Resources Department at 883-3380.

If you have questions about your benefits, a list of departmental liaisons can be found on the Human Resources intranet site.