



City of Keene Full -Time Summary of Employee Benefits as of 10/01/2019

Benefit	Who Pays for it	Effective Date	Brief Summary
Holiday Pay	City	Beginning on the 1 st day of employment you are eligible for holiday pay.	The City offers 10 paid holidays. See Employee Handbook for a list of paid holidays.
Sick Leave	City	May be utilized after 90 days of employment.	80-hour Employees receive 12 sick days per calendar year; Fire suppression receives 6 shifts per year.
Vacation Leave	City	May be utilized after 6 months of employment.	Vacation begins accrual at time of employment. See policy for accrual rates.
Longevity Pay	City	Eligible after one year of service.	\$5 per month for each year of service.
Retirement	City and Employee	Beginning on the 1 st day of employment.	Through Texas Municipal Retirement System (TMRS) 7% of your gross pay will be deducted pre-tax and deposited to each member's account. The City matches the employee contribution at a ratio of 2:1. TMRS provides life insurance at one times the employee's annual salary.
457 Deferred Compensation Plans	Employee	Beginning the 1 st of the month following 30 days of employment.	All full-time employees have the option to enroll in additional retirement benefits through payroll deduction.
Medical Insurance	City and Employee	Beginning the 1 st of the month following 30 days of employment.	Employee medical insurance premium is covered at 100%. Dependent coverage is covered at 70%. If spouse is eligible for benefits through their employer they are not eligible for city coverage.
Flexible Spending Account (FSA)	Employee	Beginning the 1 st of the month following 30 days of employment.	An FSA is a tax advantage benefit plan that is set up through the employer. An FSA allows you to set aside portions of your salary for medical and daycare expenses.
Vision Insurance	City and Employee	Beginning the 1 st of the month following 30 days of employment.	Employee vision insurance is covered at 100%. With the option to purchase dependent coverage.
Dental Insurance	Employee	Beginning the 1 st of the month following 30 days of employment.	Dental coverage is covered at 100% for the employee with the option to purchase dependent coverage.
Basic Life and Accidental Death & Dismemberment Insurance	City	Beginning the 1 st of the month following 30 days of employment.	The City provides a \$50,000.00 life insurance policy for each full-time employee as well as a \$10,000 policy for their spouse and a \$5,000 policy for each child.
Long-term Disability	City	Beginning the 1 st of the month following 30 days of employment.	The City provides a long-term disability insurance policy that protects the employee from loss of income in the event that he/she is unable to work due to an illness or injury for a long period of time.
Short-term Disability	Employee	Beginning the 1 st of the month following 30 days of employment.	This is an elective option for paycheck protection for times you are unable to work due to an illness or injury that is not work-related.

Voluntary Life and Accidental Death & Dismemberment Insurance	Employee	Beginning the 1 st of the month following 30 days of employment.	Additional elective life insurance coverage is available for purchase for the employee and their dependents.
Accident Insurance	Employee	Beginning the 1 st of the month following 30 days of employment.	Additional elective accident, critical life, and cancer insurance is available for purchase for the employee and their dependents.
Legal Shield	Employee	Beginning the 1 st of the month following 30 days of employment.	An elective service that provides the employee and their immediate family access to affordable legal services.
Medical Bill Review	City	Beginning the 1 st of the month following 30 days of employment.	Free bill review and location of medical services is provided through the Alamo Group.
Employee Assistance Program (EAP)	City	Beginning on the 1 st day of employment.	A confidential service provided through Mutual of Omaha that provides various types of counseling for the employee and anyone living in their household. 24 hours a day, 7 days a week: 1(800)316-2796.
Worker's Compensation	City	Beginning on the 1 st day of employment.	Coverage is provided by the City for on the job injuries.