

City of Snellville Employee Benefits Summary

Contact Information:

Gabriela Downs
gdowns@snellville.org
 Human Resources
 2342 Oak Road
 Snellville, GA 30078

BENEFIT	WHO PAYS	ELIGIBILITY	WHAT YOU RECEIVE
Medical Insurance	Monthly cost Aetna of PPO or variety of HDHP plans. Employee pays \$20.00 to \$380.00 per month depending on plan and level of coverage.	All full-time employees. Coverage begins after waiting period 1st day of the month after 30 days of employment	Plans provide coverage for medical and prescription drug coverage. Employees may choose from either a PPO plan with co-pays or two High Deductible Health Plans with a Health Savings Account.
Dental & Vision Insurance	Monthly cost of Aetna Dental plan and NVA Vision plan. For the Dental plan Employee pays \$0.00 to \$10.00 per month depending on level of coverage. For the Vision plan Employee pays \$4.00 to \$14.00 per month depending on level of coverage.	All full-time employees. Coverage begins after waiting period 1st day of the month after 30 days of employment	Plan provides vision insurance. Dental insurance up to a maximum of \$5,000 in benefits per year.
Life and Accidental Death & Disability Insurance	City pays 100% of the premium.	All full-time employees. Coverage begins after waiting period 1st day of the month after 30 days of employment	You receive \$50,000 in Group Life Insurance and \$50,000 in AD & D. Sworn Police Personnel also receive a \$50,000 line of duty benefit.
Supplemental Life Insurance	Voluntary - Employee pays 100% of the premium.	All full-time employees.	You can purchase additional life insurance on yourself and your eligible dependents. Plans available with portability option. Premiums are payroll deducted.
Flexible Benefit Plan	Voluntary. You have an opportunity to use pretax dollars to pay for certain insurance and benefit programs that are normally paid for with out-of-pocket dollars.	All employees.	You can save on federal, state and Medicare taxes paid on premium amounts on a pre-tax basis that would otherwise be paid after taxes.
Long Term Disability Insurance	City pays 100%.	All full-time employees. Coverage begins after waiting period 1st day of the month after 30 days of employment	Provides a 60% income replacement in the event of catastrophic disability lasting longer than 90 days.
401a Retirement Plan	City contributes 100%	All full-time employees after completing one year of employment.	The City contributes 6% of the base salary of full-time employees to their retirement account. Employees are 50% vested after 3 years service and 100% vested after 5 years service.
457b Deferred Compensation	Employee pays 100%.	All full-time employees.	Funds accumulated in the plan can only be withdrawn upon retirement, death or termination unless there is an unforeseeable hardship as defined in the Plan document.

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POAB Membership Dues	City pays 100% of membership dues for post certified Police Officers and Communications Operators	All GA POST certified personnel	The City pays \$25.00 in monthly dues to the POAB for membership dues. The employee is required to obtain membership on their own.
Workers' Compensation	City pays 100% of the cost according to law	All Employees.	The City will provide and maintain a safe and healthy workplace, provide safe equipment, property materials to work with and establish and enforce safe work methods and practices. The City will provide replacement income, rehabilitation to all employees who are injured on the job in accordance with the Workers' Compensation Laws.
Sick Leave	City pays 100%	All full-time employees.	You can accrue 8 hours of sick leave per month. Accrues at the rate of 3.69 hours per bi-weekly pay period. Maximum accrual 720 hours. At termination, if an employee works a 2 week notice, 25% of accrued sick leave is paid out to a maximum of 160 hours.
Vacation	City pays 100%.	All full-time employees.	After the first 6 months of employment, employees accrue 40 hours leave - which must be used before the one year anniversary. Thereafter from the one year anniversary date to the sixth anniversary, employees accrue 80 hours per year. From the sixth anniversary to the twelfth anniversary, employees accrue 120 hours per year. From the twelfth anniversary to the eighteenth anniversary employees accrue 160 hours per year. After the eighteenth anniversary employees accrue 200 hours per year. Employees may carry over 40 hours of vacation from one anniversary period to the next. At termination, if employee works a 2 week notice, 100% of accrued vacation is paid
Military Leave	City Pays according to law.	All full-time employees who are members of the U.S. Army, Navy, Air Force, Marines, Coast Guard Reserves or the National Guard or current employees who are drafted or join the uniformed service.	Will be provided according to the law.

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Funeral Leave	City Pays 100%	All full-time employees.	Entitles employees up to 3 workdays time off with pay in the event of a death in their immediate family.
Jury Duty	City pays	All full-time employees	Entitles employees to receive regular pay for the actual days/hours spent performing jury duty. Monies received by the employee from the Court except for actual receipted expenses, must be endorsed to the City.
Family and Medical Leave	City paid according to law - City requires full time employees to use any personal sick or vacation leave accrued concurrently with FMLA Leave until accruals exhausted.	Full-time and part-time employees who have been employed for at least 12 months and who have provided at least 1,250 hours of service during the 12 months before any leave is requested.	Entitles employees up to 12 weeks of job protected leave in a 12 month period for the birth of a child and to care for that child; for placement for adoption or foster care of a child; for a serious personal health condition making the employee unable to perform the essential functions of his/her job; and for the care of a parent, spouse or child with a serious health condition.
Medicare	The City pays 1.45% of gross wages for the Medicare Tax	All Employees	Eligible employees may be entitled to receive hospital and medical insurance at age 65 or earlier if disabled.
Social Security	The City pays 6.2% of gross wages for the social security tax	All employees	Employees may be entitled to receive social security benefits at eligible retirement age.
Parking	No cost to employees	All Employees	Free Parking.
Credit Union	Employee contributes 100% (voluntary)	All Employees	Gwinnett Federal Credit Union provides savings and checking accounts, loans, and other financial services through payroll deductions.
Holidays	10 paid holidays per year (10 hour increments)	All full-time employees	New Year's Day Martin Luther King Day Memorial Day Independence Day Labor Day Thanksgiving Day Day After Thanksgiving Christmas Eve Christmas Day Floating Holiday - Employee Choice