



Paid Time Off (PTO)

Full-time employees earn PTO time according to the following schedule:

- Less than five years of service 17 days
- Five to fifteen years of service 22 days
- Over fifteen years of service 27 days

Extended Illness Bank (EIB)

Full-time employees earn EIB at the rate of 6, 8-hour days per year.

Major Holidays

Full-time employees have nine paid holidays each year:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

Duty Related Disability Leave

Workers' Compensation payments to temporarily duty-disabled employees, under the law, are based on a percentage of the employee's weekly salary. The City compensates such employees additionally during the first 30 days of an absence resulting from a duty-related disability to ensure the employee receives a full paycheck.

Short-Term Disability Leave

Full-time employees, who may become temporarily disabled as a result of a non-occupational accidental bodily injury or disease, are eligible to receive short-term disability benefits.

A maximum of 26 weeks of benefits are allowed after a 15-day unpaid waiting period. Employees must use all Paid Time Off (PTO) and Extended Illness Bank (EIB) prior to the 15 day unpaid period to receive short-term disability leave.

Military Leave

Employees on annual military training leave are entitled to their normal salary in addition to any military pay for up to 15 calendar days in a year.

Bereavement Leave

An employee may take up to three days of leave, with pay, as needed in the event of a death in the immediate family, as defined in the policy.

Jury Leave

Employees are granted leave with pay when required to be absent from work for jury duty. Employees may keep any payments for jury duty, as well as any reimbursement for mileage or parking.

Safety (Loss Control) Program

Under the City's Loss Control Program, the Safety Committee plans activities, holds meetings, and conducts training to promote safety consciousness and the health and well being of all employees on and off the job.

Service Awards

Service awards are presented for employment terms of 5, 10, 15, 20 and 25 years and beyond.

Additional employee benefits

In addition to those listed above, City employees also enjoy the following excellent benefits:

- Free parking
- Direct deposit biweekly of net pay
- Smoke-free working environment
- Continued Health, Dental and/or Vision Insurance coverage under COBRA if employment ends
- Job-related training and seminars (depending on department)
- Uniforms (depending on department)



Employee Group Benefits Guide



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City of Blue Springs Group Benefits

This guide provides an overview of the City of Blue Springs' excellent and competitive benefits package for employees. Should you have further questions concerning benefits, please contact the Human Resources Department.

Benefits

All full-time employees have a competitive, comprehensive fringe benefit program.

Social Security

This provides supplemental retirement benefits, through the Social Security Administration, under the provisions of the Social Security Act of 1935. The City and the employee both contribute to this federal fund as pre federal guidelines.

Workers' Compensation

An employee who, while on duty, suffers an injury or illness covered by the Missouri State Division of Workers' Compensation, is eligible to receive medical treatment and compensation benefits while absent from work. The City pays the premium for this insurance.

Unemployment Insurance

Employees are covered under the State of Missouri unemployment provisions. Benefits are collectable under certain types of terminations or when an employee is laid off. The City reimburses the state for unemployment compensation paid to terminated employees.

Medical, Dental and Vision Insurance

We offer several health plans (PPO and HMO) from which

employees may choose. Our health, dental and vision benefits feature many preventative treatments and cost-containment options. All health, dental and vision insurance premiums are deducted before taxes are assessed.

Life Insurance

Full-time employees are covered by a term life insurance policy in the amount of one and one-half times their annual salary, rounded to the next thousand dollars (capped at \$100,000). Benefits are payable to the designated beneficiary. Spouse's are covered in the amount of \$2,000, dependent children in the amount of \$1,000. The premiums are paid entirely by the City. Additional term life insurance is available for employees to purchase for themselves or eligible dependents at group rates.

Voluntary Supplemental Benefits

Employees have the opportunity to purchase additional voluntary supplemental benefits that may enhance their family's financial protection and can help pay for out-of-pocket expenses that may not be covered by health or other insurance plans. These supplemental benefits include: Long Term Disability Income Protection, Accident Only Insurance, Cancer Insurance and Term Life Insurance with guaranteed premiums.

Employee Assistance Program (EAP)

Our health insurance plan provides excellent coverage for treatment of mental or nervous disorders. Since so many situations or events can create stress, we also offer employees the opportunity to talk to a counselor at an EAP before they consider using the benefits provided under the health plan in



which they participate. Employees and their families are not charged any fees for obtaining confidential counseling and/or referral services from the EAP.

Flexible Benefits Program

By utilizing Section 125 of the Internal Revenue Code, participants pay for certain unreimbursed medical and dependent day care expenses with pre-tax dollars. In this way, gross pay is reduced, and taxes are decreased accordingly, resulting in greater take-home pay in most cases without any sacrifice in current benefits. Enrollment for the plan year begins in May and is effective July 1 thru June 30. The City pays all administrative costs.

LAGERS Retirement Plan

This plan is offered by the Missouri Local Government Employees Retirement System (LAGERS). Normal retirement age is 60 for general employees and 55 for police officers. Early retirement age is 55 for general employees and 50 for police officers. Vesting occurs after five years of service. A city retiree's benefit payment at retirement is based on factors such as average annual salary and total years of service at the time of retirement. The City pays all contributions to the program.

Deferred Compensation Plans

Through payroll deduction, employees may participate in a supplemental savings/investment plan that defers federal and state income taxes on their contributions until retirement. With either of the two Deferred Compensation Plans offered, contributions can be switched to other funds anytime; and employees may increase, decrease, stop and restart contributions without fees or penalties. The City will match up to 2.5% of an employee's base annual salary contributed to the plan.

Credit Union

All employees are eligible for membership in the City Credit Union, which provides benefits such as savings plans, low interest loans, and other financial services, most of which can be administered through payroll deduction. Employees may open an account at anytime at the Credit Union located in Independence.