



City of Bedford **Benefits Summary For Full-Time Employees**

The following summary is not a comprehensive list of employee benefits. For more detailed information employees should refer to their employee handbook or individual plan summary documents. All employee benefits are subject to change and this document in no way modifies employees' employment-at-will-status.

Life, Medical & Dental

The first of the month following 30 days employment and with the completion of benefit applications, your insurance will begin. The City of Bedford pays 100% of the employee life, dental, and health HDHP coverage. If you wish to add your eligible dependents to your medical and dental coverage, the City pays a portion. These insurance premiums are paid for with before-tax dollars. The City pays for Life and Accidental Death & Dismemberment Insurance equal to 2 times your annual salary up to \$150,000.

Disability Benefits

The City pays for 100% of your Disability Coverage. Disability insurance provides you with income protection if a disability results from a covered non-occupational sickness or injury.

Retirement

Bedford participates in TMRS. If you work at least 1000 hours per year, YOU MUST JOIN TMRS. This begins upon hire date. It is MANDATORY you contribute 5% of your gross salary per pay period and deposit it into your TMRS account. The City will match your contributions and interest at a rate of 2 to 1. City matching funds are held in the city's TMRS retirement account until you retire. After 5 years of service you are vested. You can retire when you have at least 5 years of service and are at least age 60. You may also retire at any age if you have 20 years of service credit. After 6 months employment, the City will also contribute 4% of your W-2 earnings (including FSA accounts, contributions to 457 and section 125) excluding overtime to ICMA Retirement program for you. You direct these dollars into a variety of investment retirement plan options. Vesting is on a graduated scale over 7 years. Prior full-time city, county, state or full-time active military duty credit is offered.

457 Deferred Compensation

Our 457 deferred compensation plan is a voluntary supplemental retirement program for you. You direct the investments and your payroll deductions are before-tax dollars. You may join, change your deduction or stop at any time.

Longevity Pay

After two (2) full years of service you will receive ten dollars (\$10) per month longevity pay and an additional five dollars (\$5) per month for each subsequent year. Payment is once a year in November.

Incentive Pay

In addition to an employee's regular monthly earnings, an employee who obtains certification in a job-related area or field of study, obtains higher education degrees, or is bi-lingual in Spanish or sign language or any other language maybe eligible for incentive pay. Certification pay for each department is listed in the employee handbook.

Tuition Reimbursement

After 1 year of employment, tuition and fees charged at registration at an accredited college or university may be eligible for reimbursement by filling out an application for tuition reimbursement within 5 days of registration (with receipt attached along with Department Head approval). Reimbursements are made up to \$750 per fiscal year and are on a “first come, first serve” basis.

Flexible Spending Accounts

The City offers the employees the opportunity to participate in a health and/or a dependent care flexible spending account (FSA). FSA accounts are deducted pre-tax, reducing your taxable income. The maximum limit for each FSA account is determined annually. Employees can participate through payroll deduction. Employees pay a monthly administration fee.

PAID TIME OFF

Holidays

City of Bedford employees enjoy ten (10) paid holidays per year. Each January, you will receive one (1) floating holiday.

Vacation

Non-Sworn Police & Fire Suppression Personnel:

Years (1-5), you will receive (10) days per year.

Years (5-10), you will receive (15) days per year.

Years (10+), you will receive (20) days per year.

Vacation

Sworn Police & Fire Suppression Personnel:

Up to 1 year, you will receive (10) days per year.

Years (1-10), you will receive (15) days per year.

Years (10+), you will receive (20) days per year.

After 6 months, you are eligible to take 40 hours vacation time.

Personal Days

After the completion of three (3) months of employment, you will be eligible for three (3) personal days per calendar year. The personal days are taken from an employee’s accrued sick time each January.

Sick Leave

You accrue sick leave on the basis of one full working day (8) hours (12 hours for 24 hour shift personnel) earned each month for a total of (12) days per year. **Eligible to take after (3) months.**

OTHER BENEFITS

You also receive: Direct Deposit, My Credit Union Membership, Jury Duty pay, Bereavement, Employee Assistance Program, Stroud’s Fitness Center, Voluntary deduction benefits i.e., Life and Vision Insurance, Savings Bonds, and Roth IRA.