



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE
REGULATION**

AR No 15-01

**Subject: *Employee Retirement, Health,
and Paid Time Off Benefits***

Effective Date: June 15, 2015

1. **Scope.** This policy applies to all Town Employees.
2. **Purpose.** To outline employee retirement, health, and paid time off benefits provided by the Town and establish employee eligibility. This policy is effective on June 15, 2015 and supersedes and replaces Policy AR No. 10-03.
3. **Policy.**
 - 3.1. For the purpose of this section, town employees are classified as three types. They are as follows:
 - a. **Full Time Employees (FTE):** employees who are scheduled to work 40 hours or more per week.
 - b. **Permanent Part Time Employees (PPT):** employees who are scheduled to work at least 9 hours per week, and work 29 or fewer hours per week on a regular basis.
 - c. **Temporary Employees:** Employees who are hired on a temporary basis and scheduled to work variable hours not to exceed 40 hours per week.
 - 3.2. Full time employees are eligible for the following benefits:
 - a. **ICMA-RC 401(a) retirement account:** The Town provides a 2-to-1 match of up to 12% for an employee contribution of 6% (for a total of 18%). The Town does not participate in Social Security or the Arizona State Retirement System. An employee-funded ICMA-RC 457 plan is also available with no contribution by the Town. The vesting period for the retirement benefit is two years.
 - b. **Health, short-term disability and life insurance benefits:** Commencing on the 1st of the month following completion of initial 30 days of employment, FTE is eligible for a health insurance plan paid by Town for the employee only (dependent coverage available at employee's expense) and supplemented with a Health Savings Account contribution by the Town of \$100 per month, life insurance, short term disability insurance, dental and vision insurance paid by the Town for the employee only (dependent coverage available at employee's expense). Town's health insurance plan does not provide COBRA coverage.
 - c. **Paid sick leave** will accrue at a rate of 2.7692 hours each pay period up to a total of 9 days per year, but cannot be used until an initial 3 months of full time employment have been completed. Sick leave can be carried over from one year to another with a maximum accrual of 240 hours (30 days) and can only be used by eligible employees to take time off for medical reasons for self or a family member. No payment for accrued sick leave will be made to the employee upon retirement, resignation or termination.

d. Paid vacation leave will accrue at a rate of 4.6154 hours each pay period for up to 15 days per year, but cannot be used until an initial 3 months of full time employment have been completed. Vacation leave carryover and payment is subject to AR No. 08-04.

e. Paid Holidays and Personal Days. The Town provides ten (10) paid holidays each calendar year. After completion of 30 days of full-time employment, FTE shall receive one (1) paid personal day off (8 hours) per calendar year. Personal days can be used by an hour increment, but must be used within one calendar year of accrual. Any remaining personal day hours cannot be carried over from one calendar year to the next. Remaining personal day hours will not be paid by Town when the employee is discharged voluntarily or involuntarily.

3.3. Permanent Part Time Employees are not eligible for the benefits provided to FTEs but are eligible for the following benefits:

a. ICMA-RC 457 retirement account: PPTs are required to contribute 2.5% of income to an ICMA-RC 457 retirement account. The Town provides a 2-to-1 match of up to 5% of employee's gross salary for an employee contribution of 2.5% (for a total of 7.5% of an employee's gross salary). The vesting period is two years. The Town does not participate in Social Security or the Arizona State Retirement System.

3.4. Temporary employees are not eligible for and do not receive benefits from the Town.

3.5. The Town has less than 50 employees and is exempt from the Family Medical Leave Act requirements. Details for the unpaid medical leave of absence benefit are set forth in AR 15-02.

TOWN MANAGER APPROVAL	Initial: 
Notes: _____	