



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR № 15-01

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

**Effective Date: June 15, 2015.
Amendment Effective:
July 1, 2025**

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, as amended, on July 1, 2025.
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:** Full-time employees (FTEs) become eligible for health, dental, and vision insurance on the first day of the month following the completion of their initial 30 days of employment. The Town will cover 100% of the premium for employee-only coverage, and 80% of the premium for dependent coverage. Additionally, the Town will contribute \$100 per month to the employee's Health Savings Account (HSA). The Town also provides life insurance and short-term disability insurance at no cost to the employee (employee-only coverage).
 - c. **Earned paid sick leave:** Earned paid sick leave will accrue and may be used by employees as set forth in AR No. 17-01.

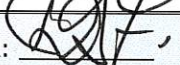
- d. Paid vacation leave: Will accrue at a rate of 4.6154 hours each pay period for up to 15 days per year, but cannot be used until an initial 3 months of full-time employment have been completed. Vacation leave carryover and payment are subject to AR No. 08-04.
- e. Paid holidays and personal days. 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 (10 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 the Town when the employee is discharged voluntarily or involuntarily.

3.3. Permanent Part-Time Employees are not eligible for the benefits provided to FTEs, except Earned Paid Sick Leave as set forth in AR No. 17-01, 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, except Earned Paid Sick Leave as set forth in AR No. 17-01.

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: <hr/>	