



CITY OF ROSWELL
2023-2024 BENEFITS SUMMARY



Certified Firefighter Paramedic

The following highlights the benefits offered to full-time employees, which are subject to change. Please refer to the Human Resources Policies and Procedures Manual or the 2023-2024 Benefits Guide on the intranet for detailed information. More information can be found at Roswellgov.com/benefits.

Hiring Salary Range:

Certified Firefighter Pay	
Certification	Paramedic
BASE PAY	\$66,399
HOURLY RATE AT 2,912 HRS.	\$22.80
WITH 96 HRS. HOLIDAY PAY	\$68,587
WITH EST. 156 HRS. FLSA OT	\$70,365

Full-Time Employee Holiday Hours:

- Full-time shift employees receive an **8-hour Employee Floating Holiday** – to be taken with supervisory approval, during the calendar year in which it is accrued.
- Full-time shift employees receive **8 hours of additional pay** for each of the 12 holidays listed above.
- Full-time shift employees receive **12 hours of Special PTO for each of the 12 holidays worked** (days listed above). *Special Earned PTO and the Employee Floating Holiday may be used as other PTO is utilized at the City. Neither Special Earned PTO nor the Employee Floating Holiday is paid out at separation. Special PTO leave time may not exceed seventy-two (72) hours.*

Holidays for Fire Department shift employees are outlined below:

- New Year's Day, January 1
- Martin Luther King Day
- Presidents' Day
- Spring Holiday (Observed on Good Friday)
- Memorial Day - The last Monday in May
- Independence Day, July 4
- Labor Day - First Monday in September
- Veterans' Day
- Thanksgiving Day
- The Friday following Thanksgiving
- Christmas Eve
- Christmas Day

PAID TIME OFF (PTO): Accrual will begin from the initial date of full-time employment and can be used as accrued. Earned, unused PTO hours are paid out at termination, provided the employee has been employed for at least six months. PTO carryover is based on an employee's years of service determined by your full-time anniversary date each year. PTO is accrued based on years of service. Accrual for Fire Department 24-hour Shift Personnel:

Service Years	PTO Hrs. Accrued Bi-weekly	PTO Hours Accrued Per Year	Maximum Carryover Hours
0-4 Yrs.	5.18 Hrs.	134 Hrs.	162 Hrs.
5-9+ Yrs.	7.32 Hrs.	190 Hrs.	216 Hrs.
10+ Yrs.	9.48 Hrs.	246 Hrs.	270 Hrs.

SICK LEAVE: Accrual will begin from the initial day of full-time employment and can be used as it is accrued. Sick time is not paid out upon termination except for official retirement from the City, when a maximum of up to 240 hours may be paid. The accrual rate is 5.0 hours per bi-weekly pay period for Fire Department 24-hour shift personnel with a maximum accumulation of 1,512 hours. Once per year, employees with a balance of at least 272 hours may convert to PTO or receive monetary compensation for up to 32 hours.

EDUCATIONAL ASSISTANCE: Available after one year of full-time employment for all regular employees. The maximum benefit is \$5,250.00 per calendar year. Must apply (see policy) for pre-approval and is subject to be discontinued at any time.

RETIREMENT PLANS: Full-time employees are provided retirement through a Defined Contribution plan with TransAmerica. Effective as of your full-time hire date, the City contributes 10% to the 401a plan. The City matches any employee contributions up to 5%. Employee contributions are pre-tax and go into a 457b plan. A vesting schedule of 20% per year applies to the 401a plan for City contributions.

All full-time employees, regardless of their hire date, can receive an additional 1% match from the City into a 401a when they contribute at least 2% into a 457b. This is also with TransAmerica and is considered a Deferred Compensation plan. If you participate in the Defined Contribution and the Deferred Compensation and contribute 7% (or more) of your pre-tax dollars to a 457b plan, you will receive a 6% match from the City. This way, you will receive the maximum matching contribution from the City of 16%. Combined with your 7% contribution (or more), you have at least 23% of your salary invested into 457b and 401a plans.

ROTH IRA: You may elect to contribute to a Roth IRA with TransAmerica. Contributions are not pre-tax, but you do not pay taxes when you withdraw the money. There is no match from the City.

MEDICAL INSURANCE: Comprehensive medical and pharmacy coverage is offered through Aetna, and employees can choose between two types of plans. One is a High Deductible Health Plan (HDHP) with low bi-weekly premiums. This plan comes with a Health Savings Account (HSA), for which the City contributes \$750 for employee-only coverage and \$1,500 for employee + dependent coverage at the beginning of the plan year. Pro-rated contributions are made to new hires throughout the year. Employees can also contribute pre-tax dollars to this account. The other medical plan option is a Traditional co-pay plan. This plan does not qualify for an HSA, but employees can choose to have pre-tax deductions taken from their check and placed in a Medical FSA.

DENTAL: MetLife provides dental coverage through their PDP Plus Network of dentists. Employees can choose an in-network plan or an out-of-network buy-up plan. Both plans have an annual maximum benefit of \$2,250 per person for dental services and a lifetime maximum of \$1,500 for orthodontia. Preventative services are covered at 100%.

VISION: The city's vision plan is through Aetna and offers a free eye exam every 12 months with an in-network eye doctor; discounts on lenses, frames, and contact lenses are also offered.

BASIC LIFE AND AD&D/SUPPLEMENTAL LIFE: Through MetLife – Basic Term Life and AD&D are paid for by the City. Life insurance coverage is equal to three times your salary for an employee, \$5,000 for a spouse, and \$2,500 for each child. Accidental death coverage is another three times your annual salary. Additional term life insurance is available; rates are based on age and amount of coverage.

SHORT TERM & LONG TERM DISABILITY: Through MetLife- Both are 100% paid by the City. The waiting period is 29 calendar days from the date of disability. You must use sick time first; after that is exhausted, you may use PTO and/or comp time during this waiting period and for as long as you have available leave to use. Long Term Disability benefits are payable after 26 weeks. Both are paid at 66.6% of your base salary.

FLEXIBLE SPENDING ACCOUNTS (FSA): There are three Flexible Spending Accounts available: (1) Limited Dental/Vision FSA to be used for dental and vision expenses only, (2) Medical FSA for all related expenses, not to be combined with HSA, and (3) Dependent Care Flexible Spending Account to be used for young children or elderly daycare expenses. With all plans, you elect to have a specified amount of money deducted, pre-tax, from your paycheck each pay period for the entire benefit year. These dollars are set aside in a reimbursement account managed by Health Equity for you to use for qualified expenses.

EMPLOYEE WELLNESS PROGRAM: The City promotes and encourages a healthy workplace in several ways through the City's wellness program. This includes free exercise classes, challenges to promote your best health, and a clinic for employee use only. A Nurse Practitioner staffs the clinic and is open three days per week. Preventative exams are free, while non-preventative services are \$25 per visit. Additionally, employees covered by the City's medical insurance can receive a \$40 credit per paycheck for participating in the wellness program, which consists of a yearly biometric screening and wellness coaching provided at intervals determined by the biometric results.

CRITICAL ILLNESS AND GROUP ACCIDENT: Two separate plans are offered through AFLAC. Rates vary based on coverage.

EMPLOYEE ASSISTANCE PLAN (EAP): through FEI. Employees and their dependents are eligible for six free visits, each with a licensed counselor per calendar year. Financial and legal resources are also available. For additional support and resources, employees also have access One Source.

BEREAVEMENT LEAVE: Paid leave for up to 3 days in the event of the death of an immediate family member.

JURY DUTY: Paid leave when summoned to serve as a juror on a workday. For jury service of five days or less, an employee may retain any jury fees received.

CIVIC ENGAGEMENT/VOLUNTEERISM LEAVE: This policy provides leave with pay for employees participating in volunteer activities and civic engagement programs that support and enhance the community in Roswell and that positively impact the issues affecting the quality of life for our citizens. A full-time employee may take the equivalent of three (3) workdays, up to a maximum of 24 hours, each calendar year for participation in these activities. Prior approval is required.

ROSWELL UNIVERSITY: The City of Roswell offers continuing professional education development opportunities for employees to broaden their leadership skills, prepare for supervision and management roles, and provide computer courses ranging from entry to advanced level.

RECREATION & PARKS PROGRAMS: 25% discount on program fees for full-time employees (based on your residence status).

RECYCLING CENTER: No charge for disposal of large items, regardless of residence status.

**The City's benefit plan year begins October 1st of each year and runs through September 30 of the following year. Open enrollment is held before the beginning of the plan year. After open enrollment, changes cannot be made except for a qualifying life event, i.e., marriage, birth, divorce, etc. Medical, dental, vision, life, and disability coverage begins the first of the month after your hire date. For more information, visit [Roswellgov.com/benefits](https://roswellgov.com/benefits).*