

**City of Mason**  
**Benefits Summary – Regular Part-Time - Non-Union**

This information is intended as a summary of the benefits only.

Plan	Brief Summary	Effective On:
<b>Paid Time Off</b>	<p>Regular part-time employees shall accrue paid time off at the rate of .031 hours per each hour actually worked,</p> <p>At employee’s anniversary date the employee can carry forward up to forty (40) hours of accumulated but unused paid time off.</p> <p>Employees shall retain accrued paid time off if transferred or promoted to another position within the City. There is no payment of accumulated but unused paid time off at the time of employee’s termination of employment.</p>	Date of Hire
<b>Holidays</b>	<p>All regular part-time employees shall be eligible for paid holiday pay and will be paid four (4) hours per official holiday recognized by the City of Mason.</p> <ul style="list-style-type: none"> <li>• New Year’s Day</li> <li>• Good Friday</li> <li>• Memorial Day</li> <li>• Independence Day</li> <li>• Labor Day</li> <li>• Veterans’ Day</li> <li>• Thanksgiving Day</li> <li>• Day after Thanksgiving</li> <li>• Christmas Eve</li> <li>• Christmas Day</li> <li>• New Year’s Eve</li> </ul>	Date of Hire
<b>Bereavement Leave</b>	<p><u>Part-Time Employees Paid:</u> A regular part-time employee will be paid four (4) hours for each bereavement leave day. Bereavement leave will be paid for only the days the regular part-time employee was scheduled to work.</p> <ul style="list-style-type: none"> <li>• Extended Family - Three (3) working days not to be deducted from sick leave. (Extended family is defined as aunts, uncles, first cousins, niece and nephews).</li> <li>• Immediate Family – Five (5) working days not to be deducted from sick leave (Immediate family is defined as mother, father, step-mother, step-father, brother, sister, step-brother, step-sister, mother-in-law, father-in-law, grandparents, grandchildren, or a member of the employee’s household.</li> <li>• Spouse, Child or Step-Child – Ten (10) working days not to be deducted from sick leave.</li> </ul>	Date of Hire
<b>Defined Benefit Plan</b>	<p>Regular Part-Time employees are eligible to enroll in a Defined Benefit Plan. All elected contribution monies are pre-taxed and deducted from the employees pay check and then distributed to the Defined Benefit Company. The City of Mason does not contribute any monies to the Defined Benefit Plan.</p>	Date of Hire