



# NEW BERN

NORTH CAROLINA

303 First Street, P.O. Box 1129

New Bern, NC 28563

Phone: (252) 639-7571

Fax: (252) 639-7577

## Employee Benefits

The City of New Bern provides excellent compensation and benefits for its employees. Below is a summary of employee benefits.

### **Paid Holidays**

The City of New Bern provides eleven (11) to twelve (12) paid holidays per year.

### **Health and Dental Insurance**

The city provides comprehensive major medical and dental insurance coverage for all full-time employees. Employees may elect coverage for dependents at additional cost through payroll deduction. Coverage begins on the 1st day of the month following sixty (60) days of employment. The health insurance includes a prescription plan and vision care.

### **Flexible Spending Account (FSA)**

A Flexible Spending Account (FSA) is a great way to save money to use towards medical and dependent care expenses. Every dollar contributed to a FSA is on a pre-tax basis. The amount you contribute will be taken out of your gross income prior to applying taxes. Healthcare FSA maximum is \$2,700 and Dependent Care FSA maximum is \$5,000 per household or \$2,500 per spouse if filing separate tax returns.

### **Life Insurance**

Group Life insurance and Accidental Death is provided to all eligible employees at no cost to the employee. The amount of coverage is one and one-half (1.5) times the annual salary up to \$200,000. Coverage begins on the 1st day of the month following sixty (60) days of employment.

### **Local Government Retirement Plan**

Regular employees become members of the State Retirement System the first (1st) of the month following six (6) months of employment. Membership is mandatory and requires a six percent (6%) contribution by the employee. The City of New Bern also makes a substantial contribution to each employee's account. An employee becomes vested after five (5) years of creditable service in the retirement system.

### **Additional Insurance**

The City of New Bern makes several payroll deduction programs available to its employees who wish to participate in additional types of insurance programs; such as supplemental life, cancer, Hospital Indemnity Plan (HIP), accident, intensive care coverage and short-term disability.

*Everything comes together here.*

**401(k) Supplemental Retirement Plan**

401(k) is a supplemental retirement program administered by Prudential Retirement. Participation in the 401(k) program is an easy and voluntary way to accumulate money for retirement via payroll deduction. The City of New Bern makes contributions equal to 5% of salary to each employee's retirement account. There is no match required. The waiting period to begin participation in the program is six months.

**Longevity Pay**

A salary increase (2.5%) is awarded at each increment of five (5) years of full-time service with the city.

**Civil Leave**

Employees who are called to jury duty or subpoenaed as a witness in a criminal or civil proceeding are granted Leave With Pay.

**Sick Leave**

Employees earn approximately eight (8) sick leave hours per month, with no maximum accumulation. Upon retirement, each twenty (20) days of sick leave benefits may be applied toward retirement.

**Annual Leave**

Employees earn approximately eight (8) annual leave hours per month. Maximum accumulation of Annual Leave is 240 hours. Any accumulated annual leave balance over 240 hours (336 hours for fire shift personnel), as of the end of the pay period which includes December 31st, will be converted to sick leave. Annual leave accruals increase every five years of employment.

**Military Leave**

Employees who are members of any branch of the United States Armed Forces Reserves are granted up to ten (10) paid working days per calendar year for military training. During this period employees continue to earn and accrue benefits. Employees are entitled to all job rights specified by the USERRA.

**Funeral Leave**

Funeral leave is granted the calendar day before the funeral, the day of the funeral, and the day following to all regular, full-time and part-time employees per occurrence for the death of the affected employee's immediate family.

**Employee Assistance Program**

The city provides an Employee Assistance Program (EAP) which offers counseling for employees who may experience problems in the areas of finance, mental health, health, legal, marital and family problems, addictive behaviors, as well as drug and alcohol abuse. This confidential service is free to employees and eligible family members. The EAP includes up to three (3) counseling sessions per participant.

**Uniforms/Safety Equipment & Tools**

The City of New Bern provides uniforms, safety shoes, and other necessary equipment such as hard hats, hearing conservation equipment, and other tools to those employees who require them. Employees who are issued uniforms, safety equipment and tools are required to properly care for and return the items to the city upon separation.