

## CITY OF WAHOO, NEBRASKA

This provides an outline of available benefits for **Regular Part-time** employees as of January 1, 2021. Further details are available in the City of Wahoo Personnel Policy Manual and insurance and retirement plan documents.

**Salaries:** Salary scales have been established for each job description. Annual performance evaluations are conducted for all employees. Hours worked are based on a schedule of twelve-hour days on Saturdays and Sundays.

**Vacation:** Regular Part-time employees earn one week of vacation annually, after the anniversary date. Vacation is earned based on the number of hours normally worked during one week. (If you usually work 24 hours per week, you earn 24 hours of vacation time) Employees may not carry over more than 48 hours of vacation past their anniversary date. Accrued vacation is paid out at termination.

**Holidays:** Eleven holidays are observed by the City of Wahoo: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

A Regular Part-time employee who is scheduled to work on a day which is an observed holiday, is entitled to receive pay at 1 ½ times the regular rate of pay for the hours worked. No additional holiday pay compensation will be provided.

**Floating Holiday:** One "floating holiday", based on the number of hours normally worked in a day, is earned each January. A Floating Holiday is used like a vacation day.

**Personal Leave:** Part-time employees do not earn Personal Leave.

**Overtime:** Overtime is calculated after 40 hours worked in any one week (includes vacation or holiday taken during the week) and is paid at 1 ½ times regular hourly wage.

### **RETIREMENT PLAN:**

Regular Part-time employees who work at least 20 hours per week are eligible to participate in the retirement plan. The City of Wahoo provides a defined contribution retirement plan for its employees. Participating employees contribute 6% and the City contributes a matching 6%. Employees select investment options from list of available funds. Eligible to enroll after six months of employment. Vesting in the City's contribution to retirement funds occurs as follows:

After 1 year of service	0%
2	20%
3	40%
4	60%
5	80%
6	100%

**INSURANCE:**

Part-time employees who regularly work less than 30 hours per week do not receive insurance benefits.

Those who work 30 hours per week or more regularly are eligible for group health insurance through Blue Cross Blue Shield. Benefit information provided here is subject to change, as premiums and employer/employee contributions are reviewed annually. Insurance benefits are effective on the first day of the month following 30 days of employment. If dependents are not enrolled immediately, there are waiting periods for full benefits or additional premium requirements. (The exception would be a qualifying event – marriage, birth of a child, loss of employment by the spouse – but enrollment must occur within 30 days of the event)

**Health Insurance:**

At the present time the City of Wahoo pays all but 8% of monthly premium for health insurance for employee and 75% of premium for covered dependents. Two health insurance options are available: a PPO plan with \$2,000 individual deductible or a \$3,000 individual deductible HSA-qualified plan.