



# TOWN OF SOUTH KINGSTOWN

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## NON-UNION EMPLOYEE BENEFITS SUMMARY - JULY 1<sup>st</sup>, 2016

### PROBATION

Employees shall serve a probationary period and will be considered on probation for six (6) months of continuous service, after the first day of employment.

### WAGES

**Hours of Work:** Based on an employee's position with the Town, employees are paid either hourly or salaried wages, and work a 35 or 40 hour work week. Please refer to the position's job description for specific details.

**Grade & Step:** Non-Union positions with the Town are assigned a pay grade, identified within the current Fiscal Year's Budget and detailed in the Position Allocation to Pay Schedule, as well as within the position's job description. Within-Grade Step increases, if an employee is eligible, occur at six (6), eighteen (18), thirty (30), and forty-two (42) months after date of hire.

**Overtime & Compensatory Time:** Non-exempt employees Grade 10 and below, regardless of the assigned work day/work week, shall be paid time and one-half for all work performed in excess of eight (8) hours in any work day, or forty (40) hours in any work week. Hours worked in excess of seven (7) but less than eight (8) in any work day shall be compensated at the straight time rate. Employees may elect to accrue compensatory time in lieu of overtime pay, which is calculated the same as overtime. When used, comp time may be discharged in one-hour increments at the discretion of the Department Head provided that such incremental time be used at the beginning or the end of the scheduled work day, or immediately before or after the scheduled lunch break. Employees may accumulate a maximum of ninety (90) hours of comp time. Accrued comp time balances as of June 30<sup>th</sup> of each fiscal year shall be paid the second pay date in July. Payment will be made at the employee's hourly rate of pay in effect as of the immediately preceding June 30<sup>th</sup>. Employees with accrued compensatory time who resign or retire prior to June 30<sup>th</sup> shall receive payment for the compensatory time, which shall be treated the same as Vacation Leave.

**Longevity:** All full time employees with four (4) years or more of service shall receive longevity payment by separate check. Longevity payments shall be made in semi-annual installments paid on the second pay date in July and the first pay date in January. Please note the longevity rate schedule is prorated for eligible part time employees. As of July 1, 2016, the full time employee longevity rate schedule is:  $(\$2.35 \times \text{Number of Years of Service} \times 52) / 2 = \text{Semi-Annual Longevity Payment}$

### HEALTH & DENTAL INSURANCE BENEFITS

**Health & Dental:** The Town offers Blue Cross HealthMate Coast-to-Coast and Delta Dental benefits, which are each available as individual or family plans to full time employees, and as individual plans to eligible part time employees. Upon hire, benefits are effective the first of the month following the employee's start date. The Delta Dental maximum annual benefit is \$2,000 for FY 2016-2017. For more information about the plans, please refer to the current benefits and coverage summaries.

For FY 2016-2017, full time employees pay a twenty percent (20%) co-share toward their medical premium, while a co-share is not required for Delta Dental benefits. Eligible part time employees pay a 50% co-share for both medical and dental benefits.

Healthcare	Annual Cost	Town Co-Share	Employee Co-Share	Employee Cost Per Pay Period
Blue Cross: Family	\$17,713.44	80%	20%	\$147.61
Blue Cross: Individual	\$7,482.00	80%	20%	\$62.35
Delta Dental: Family	\$961.92	100%	0%	\$0
Delta Dental: Individual	\$349.92	100%	0%	\$0

The employee paid co-share is deducted over twenty-four (24) pay periods. During months with three (3) pay dates, the co-share will be deducted from the first two (2) pay dates. The Town has a Premium Only Section 125 Plan in place that allows employees the option of having the medical and/or dental co-share(s) deducted on a pre-tax basis. Please note, should a member of an employee’s family be eligible for and receiving medical and/or dental coverage from the Town or the South Kingstown School Department, the Town shall not be required to furnish medical and/or dental coverage for said family member, and/or any other family members, including the employee, receiving said coverage.

**Buy-Back:** The Town offers a Healthcare Buy-Back program, for full time employees who have alternative health coverage and waive participation in the Town’s medical coverage. The Healthcare Buy-Back for Fiscal Year 2016-2017 is \$2,000, and payments are pro-rated over bi-weekly pay periods throughout the fiscal year. Employees hired within the fiscal year have their Buy-Back pro-rated.

**Post Retirement Health Insurance:** Immediately following retirement from Town service, full time employees are eligible for post employment healthcare benefits for a defined number of years, as detailed below, or until Medicare eligible, whichever comes first. The annual cost of the Town’s medical insurance, individual or family, shall be split between the Town and the retiree. The Town shall contribute a fixed annual amount, as detailed below, toward the cost of the Town’s medical coverage, and the retiree shall pay the difference, payable on a quarterly basis. This fixed annual contribution by the Town is only available to the retiree as a credit toward the cost of the Town’s medical insurance and is not available as a credit or cash stipend for the retiree to use toward the cost of other medical insurance or expenses. If any such retired employee has an equal or better health insurance plan either through subsequent employment or a spouse, then this provision shall not apply. Employees must be eligible to retire under MERS for this benefit to apply.

- Employees hired *on or after* July 1, 2006:
  - \$4,000 with 30 years or more of service for three (3) years, or until Medicare eligible
  - \$2,666 with 25 years or more of service for three (3) years, or until Medicare eligible
  - \$1,333 with 20 years or more of service for three (3) years, or until Medicare eligible
- Employees hired *prior to* July 1, 2006:
  - \$5,500 with 30 years or more of service for four (4) years, or until Medicare eligible
  - \$4,500 with 25 years or more of service for three (3) years, or until Medicare eligible
  - \$2,500 with 20 years or more of service for three (3) years, or until Medicare eligible

**Coverage of Former Spouse:** The former spouse of an employee or retiree who is covered under the Town’s health insurance must annually sign and return an affidavit certifying that they have not remarried and/or they do not have alternative health insurance available to them through a current

employer. Upon the re-marriage of a covered former spouse, said former spouse is no longer eligible for health coverage through the Town.

**Eye Care:** Full time employees shall be provided an eye wear (prescription and/or contact lenses) allowance of up to \$150 every *other* fiscal year. Requests for the allowance must be made through the Personnel Department by June 15<sup>th</sup> to be paid by June 30<sup>th</sup>. Said allowance will be paid only upon presentation of a single receipt of purchase with proof that said eyewear is for the exclusive use of the employee.

## LIFE INSURANCE

Full time employees receive a \$20,000 life insurance and AD&D insurance policy paid by the Town.

## PENSION PROGRAM

Employees who work a minimum of twenty (20) hours per week, year round, are required to participate in the Municipal Employees' Retirement System (MERS) administered by the State's Retirement Board. This program requires an employee paid pre-tax salary contribution, the amount of which is based on your years of service with the Employees' Retirement System of Rhode Island (ERSRI) as of June 30, 2012. New employees will receive membership information directly from ERSRI and TIAA-CREF. All employees can visit [www.ersri.org](http://www.ersri.org) and [www1.tiaa-cref.org/tcm/ri](http://www1.tiaa-cref.org/tcm/ri) for additional information.

## PAID LEAVE

**Vacation Leave:** Employees accrue Vacation Leave each pay period, and receive Vacation Leave according to the following schedule. Part time employees and employees hired within the fiscal year have their Vacation Leave pro-rated.

Years of Employment	Vacation Days Per Year
0-4 years	10 days
5-9 years	15 days
10-14 years	20 days
15 years	21 days
16-19 years	22 days
20 or more years	23 days

Vacation Leave may be used in one hour increments provided that such incremental time be used at the beginning or the end of the scheduled work day, or immediately before or after the scheduled lunch break. Employees are allowed to carry a maximum of thirty (30) days of Vacation Leave to the following fiscal year. Accrued Vacation Leave in excess of thirty (30) days will be credited to Sick Leave provided the employee has not accumulated Sick Leave in excess of one hundred-ninety (190) days.

Employees who retire or resign and leave Town service in good standing receive payment for accumulated Vacation Leave. In the event of an employee's death, payment for accumulated Vacation Leave will be paid to his/her estate.

**Personal Leave:** Three (3) days of Personal Leave are credited on July 1<sup>st</sup> of each fiscal year. Employees are granted one (1) additional day of Personal Leave on the January 1<sup>st</sup> following their five (5) year employment anniversary. Employees are allowed to carry a maximum of one (1) day of Personal Leave to the following fiscal year. Personal Leave may be used in thirty (30) minute

increments, provided that such incremental time be used at the beginning or the end of the scheduled work day, or immediately before or after the scheduled lunch break. Eligible part time employees have their Vacation Leave pro-rated. Full time employees hired within the fiscal year have their Personal Leave pro-rated as follows:

Date Hired	Prorated Personal Days
7/1 - 9/30	3 days
10/1 - 12/31	2.25 days
1/1 - 3/31	1.5 days
4/1 - 6/30	0.75 days

**Holidays:** Employees receive a total of 13 holidays each year, including the following twelve and one half (12.5) paid holidays, and a half day floating holiday. The half day floating holiday is credited on July 1<sup>st</sup> each fiscal year. Employees may not carry the half day floating holiday to the next fiscal year.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veterans Day
Good Friday Afternoon (1/2 day)	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Victory Day	Half (1/2) day floating holiday

**Sick Leave:** Full time employees may choose from two (2) Sick Leave options, as explained below.

- Option 1: Employees shall receive 1.25 days per month throughout the year to accumulate to a maximum of 15 days per fiscal year.
- Option 2: Employees shall receive 1 day per month throughout the year to accumulate to a maximum of 12 days per fiscal year. With this option, Personal leave shall be earned at a rate of 0.25 days per month for each calendar month in which Sick Leave is not used.

Under either option, employees are allowed to carry a maximum of one hundred ninety (190) days of Sick Leave to the following fiscal year. Eligible part time employees have their Sick Leave pro-rated.

Sick leave may be used when the employee is ill or incapacitated, and for physician visits and testing for the treatment of chronic or acute illness, but not for routine examinations. Two (2) days of Sick Leave may be used in one (1) hour increments provided that such incremental time be used at the beginning or the end of the scheduled work day, or immediately before or after the scheduled lunch break. All additional Sick Leave may be used in half day increments.

Employees may use up to seven (7) days of Sick Leave annually to attend to the illness of a child, parent, or spouse. These seven (7) days are referred to as Family Sick Leave. Employees shall be eligible to apply for the conversion of up to an additional fifteen (15) days of accumulated Sick Leave to Family Sick Leave over a rolling twelve (12) month term, with the following restrictions: employees are full time and have been employed continuously for at least twelve (12) months; employees have exhausted the initial seven (7) Family Sick days; with the exception of seven and one half (7.5) days of accrued Vacation Leave, employees have exhausted all other accrued Personal Leave, Vacation Leave, and Comp Time prior to using approved converted Sick Leave for Family Sick Leave; limited to a serious illness that involves an eligible family member; serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition that involves in-patient care in a hospital, nursing

home, or hospice, or out-patient care requiring continuous treatment or supervision by a health care provider.

Employees who retire from Town service receive payment for seventy-five percent (75%) of accumulated Sick Leave. An employee who retires due to a disability certified by the State Retirement System receives payment for one hundred percent (100%) of accumulated Sick leave.

An employee with five (5) or more years of service who resigns and leaves Town service in good standing, and who has accumulated a minimum of forty-five (45) days of Sick Leave shall receive payment for twenty-five percent (25%) of accumulated Sick Leave at the time of separation, up to a maximum of one hundred ninety (190) days. In the event of an employee's death, payment for seventy-five percent (75%) of accumulated Sick Leave will be paid to his/her estate.

**Bereavement Leave:** Employees are granted a maximum of five (5) days of Bereavement Leave, if needed, from time of notification through one (1) day following the date of burial for the death of an immediate family member. If the day following the date of burial is not a scheduled work day, the employee is expected to return on their next scheduled work day. For purposes of Bereavement Leave, immediate family is defined as mother, father, spouse, child, sister, brother, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, foster parents, foster children, former guardians, and any other person residing in the employee's household. Employees are granted one (1) day of Bereavement Leave in the event of the death of an employee's aunt or uncle.

## UNPAID LEAVE

**Parental Leave:** Employees may be granted a leave of absence without pay or benefits for Parental Leave, including both maternity and paternity, not to exceed six (6) months, at the discretion of the Town Manager. Such request must include the approximate date of return. Written application of intent to take leave and notice of intent to return must be filed with the Personnel Administrator at least sixty (60) days prior to the start of said leave, unless emergency conditions requiring less notice should arise, and thirty (30) days prior to the end of said leave. Parental Leave may be used for the birth of an employee's child or the placement of a child sixteen (16) years old or younger in connection with the adoption of such child by the employee. An employee on Parental Leave shall have the right to continue his/her medical coverage furnished by the Town upon the payment to the Town of at least one month's group premium payment in advance and upon monthly payments thereafter. The failure of an employee to make said payments shall cause the medical insurance to be cancelled. Upon the return from Parental Leave, the employee shall be placed in the assignment that he/she left excepting in cases which the assignment no longer exists whereupon the employee will be placed in a comparable position.

**FMLA:** Employees and the Town have rights as provided by federal and state FMLA laws. FMLA leave may run concurrently with Sick Leave, Family Sick Leave, or Parental Leave as appropriate. For more information on FMLA, please visit [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/) and the Employee's Guide to FMLA can be accessed here [www.dol.gov/whd/fmla/employeeeguide.pdf](http://www.dol.gov/whd/fmla/employeeeguide.pdf).

## WORK BOOT ALLOWANCE

Employees required to wear safety work boots shall be provided an annual allowance of up to \$135, to be paid by June 30<sup>th</sup> of each year. Said allowance will be paid only upon presentation of original itemized receipt of purchase, and acknowledgement that said work boots were purchased for the

exclusive use of the employee. The work boot allowance shall be limited to one allowance per fiscal year per eligible employee.

### **VOLUNTARY BENEFITS**

The Town offers employees the opportunity to purchase the following additional voluntary benefits, which are paid for by the employee. For more information, please contact the Personnel Department.

- Supplemental Life Insurance, for employees and eligible family members
- 457 Deferred Compensation Plan

### **NONDISCRIMINATION POLICY**

The Town is committed to the principal of equal opportunity and prohibits the discrimination against employees because of race, religion, creed, color, age, marital status, political belief, country or ancestral origin, gender, gender identity or expression, sexual orientation, disability, veteran status, or any other protected status under applicable federal or state law.