



Benefits Summary

The following is a summary of benefits available to City of Goldsboro employees:

Vacation Leave: Employees earn vacation leave as follows:

<u>Years of Service</u>	<u>Days per Year</u>
0 but less than 5 Years	12
5 but less than 10 Years	15
10 but less than 15 Years	18
15 but less than 20 Years	21
20 or more Years	23

Effective the last paid payroll in the calendar year, any excess above 30 work days (the maximum leave hours) shall be rolled from vacation to sick leave so that only the maximum hours are carried forward to the first payroll paid in the new calendar year.

Holidays: City paid holidays are New Year's Day, Martin Luther King Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (2 days) and Christmas (3 days).

Sick Leave: Sick leave shall accrue at a rate of one day per month of service or twelve days per year; however sick leave for full-time employees working other than the basic 40 hours work schedule shall be pro-rated.

Medical and Dental Insurance: The City of Goldsboro is fully-insured, and provides medical, dental, and vision insurance through the State Health Plan (SHP), MetLife Dental, and Community Eye Care respectively. Medical, dental, and vision coverage is available to all full-time employees. Part-time employees who are scheduled to work 30 hours or more per week on a continuous year-round basis may, if they so desire, purchase available group health coverage through the City for themselves and qualified dependents. The coverage for medical is the first day of the month following the date of employment and dental is effective on the first day of the month following the date of employment, vision insurance is effective the first day of the month following the effective date of employment. Medical insurance is provided to full-time employees at a minimal cost and for part-time employees at full cost. The types of coverage available are individual (Employee only), Employee/Child, Employee/Spouse, and Employee/Family. Dental and vision insurance is available at cost to the employee and/or his/her dependents. Premiums are paid through payroll deduction on a pretax basis.

Life Insurance: All regular employees are provided a basic term life insurance coverage policy in the amount of \$20,000.00 at no cost.

Social Security: The City employees are members of the Social Security System. The employee contributes 6.2% (FICA) and 1.45% (Medicare) for a total of 7.65% of their annual salary and the City contributes the same amount. Social Security benefits include retirement and disability payments and survivor's insurance.



Tuition Reimbursement: Tuition reimbursement is available to all full-time employees up to \$2,500 per fiscal year for job-related courses or required courses leading to a job-related degree. This is subject to department approval and an employee must complete probation before reimbursement is granted.

Promotion Opportunities: The City encourages professional growth and development. When vacancies arise, employees are encouraged to apply for promotional opportunities. Internal vacancies are posted on the City's Intranet. When an employee is promoted, the employee's salary shall be advanced to the minimum rate of the new position, or 10% over the employee's salary before the promotion, whichever is greater; provided, however, that the new salary may not exceed the maximum rate of the new salary range.

Where a promotion moves an employee more than 2 salary grades, the City Manager may allow the Department Head to consider an increase of not more than 5% per pay grade at the time of the promotion or at a later date as part of the promotion; if discussed and documented at the time of the promotion.

Employee Assistance Program: The City of Goldsboro provides employees with confidential and professional counseling to help resolve problems that may affect their work and family life. Counseling services are provided by McLaughlin Young (MYgroup). They can be reached 24/7/365 at 800-633-3353. This program is available to employees and dependents covered under the employee's medical insurance.

Retirement: All employees who are in a regular position that requires 1,000 hours or more of service per year are covered under the North Carolina Local Governmental Employee's Retirement System (NC LGERS). The employee contributes 6% of their annual salary on a tax deferred basis. The City contributes to the employee's retirement account. Eligibility for **unreduced** monthly benefits begins upon retirement after **30 years of service at any age**, at **age 65 with 5 years** creditable service or at age **60 with 25 years** creditable service. Police Officers and Park Rangers may retire at **age 55 with 5 years** of service and receive an **unreduced** benefit. Eligibility for **reduced** monthly benefits begins after you reach age 50 and complete 20 years of creditable service or you reach age 60 (age 55 if you are a firefighter) and complete five years of creditable service. Police Officers may retire early with a **reduced** retirement benefit after you reach age 50 and complete 15 years of creditable service as an officer or complete 25 years of creditable service at any age and complete 15 years of service as an officer.

457 & 401K Supplemental Retirement Plan: The City of Goldsboro offers the NC Supplemental Retirement Plans, 401K and 457. The City contributes 4% to the 401K for all non-sworn full-time employees and 5% for sworn police officers (per Council approval). The 457 plan is voluntary with no contribution by the City.

The 457 and the 401K allow employees to set aside funds which is through payroll deduction and is tax deferred. Income tax is due when the deferred earnings are returned to the individual normally at retirement.

Worker's Compensation: All City employees are covered under the North Carolina Worker's Compensation Act. This act covers those employees who suffer injuries as a result of an accident while performing duties. The Workers' Compensation program will pay medical expenses and a portion of the employee's salary, after 7 days, if the individual is out of work as a result of a work-related disability.



Compensation, Performance Appraisals and Merit Process: The City of Goldsboro is committed to hiring and retaining high quality personnel. As a result, we offer competitive salaries that are consistent with market growth. All persons hired or promoted into positions approved in the position classification plan shall be compensated at the minimum rate for the classification in which they are employed.

Exceptionally well qualified applicants may be paid above the minimum rate of the established salary range based upon recommendation of the hiring department head and Human Resources Director and approval of the City Manager. The performance evaluation process in the City of Goldsboro includes an evaluation of each employee's duties and responsibilities applicable to their position. Upon completion of the probationary period, employees are evaluated on an annual basis. New hires are subject to a six month probationary period. The appraisal period is from October 1 – September 30 of each year.

As approved by City Council, employees may be compensated based on merit due to the performance of their duties. The performance appraisal period is from October 1 to September 30. Employees must meet the eligibility criteria, as identified by the City Manager, which is subject to change at his/her discretion. The City of Goldsboro may provide merit incentives for high performing employees subject to City Council approval.

1. Employee must be a regular full-time or part-time employee (assigned to a salary grade classification) who has completed the six-month probationary period (new hire/promotion). For example, if the employee was hired or promoted June 1 of the current year, the probationary period would have ended on December 1 and the employee would be eligible for a merit increase January of the following year, or whenever merit pay is distributed.
2. Eligibility for merit is based upon the following criteria:
 - Employee must have an overall performance evaluation rating of ≥ 3.0 on the current 5 point scale
 - Employee should have no unsatisfactory competency rating of < 2.0 on the current 5 point scale.

Note: The merit eligibility criteria are subject to change at the City Manager's discretion.

3. The following items will disqualify an employee's eligibility for merit/bonus:
 - Employee was on disciplinary probation during the past 12 months that resulted in a suspension from work (leave without pay) and/or received nondisciplinary suspension resulting in leave without pay.
 - Employee received a disciplinary written warning for performance issues.
 - Employee received a written safety violation that resulted in four (4) or more safety points over a two-year period.
4. The appraisal period is from October 1 to September 30. Merit pay will be distributed the following January.
5. Employees must have worked at least 40 of the 52 weeks of the evaluation period. If an employee is out of work for more than 12 weeks, he/she will not be eligible for merit pay unless the leave is protected by Federal law. Examples of federally protected leave include Family and



Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA).