



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 - 4 years	12
5 - 9 years	15
10 - 14 years	18
15 - 19 years	21
20 + years	23

A maximum of 30 vacation days may be carried over from one calendar year to the next. Any excess of 30 vacation days on December 31 of each year may be transferred to employees sick leave balance, provided that they have taken five (5) days of vacation in the 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 (2 or 3 days depending on date of holiday).

Sick Leave: Sick leave is accrued at one day per month or 12 days per year.

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, 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 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 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 pro-rated for part-time employees. The types of coverage available are individual (Employees only), Employee/Child, Employee/Spouse, and 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 pre-tax basis.

Life Insurance: All regular employees are provided a basic term life insurance coverage policy in the amount of \$10,000.00 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 \$1100 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 Goldsboro Counseling Center. They can be reached at 919-778-5594. This program is available to employees and dependents covered under the employee's medical insurance.

Retirement: All employees who 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.

457 & 401K Supplemental Retirement Plan: The City of Goldsboro offers the NC Supplemental Retirement Plans, 401K and 457. The City contributes 3% 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 and merit pay will be distributed the following January. 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 permanent full-time or designated permanent part-time who has completed initial six month probationary period as of December 1st following the respective appraisal period. For example, if an employee was hired on May 1st, the probationary period would have ended on November 1st and the employee would be eligible for a merit increase January of the following year.
2. Employee should score at least 2.0 in all competencies. Any competency with a score less than 2.0 will result in employee's ineligibility. Employees who have an overall score less than 2.0 shall be placed on a development plan and should be monitored during the course of the current evaluation period.
3. Employee must have had no written disciplinary action during the current evaluation period and/or any safety violation/accident (vehicle or personal injury) that resulted in the employee being given five (5) points or more. Any disciplinary action that occurs after the evaluation period and prior to the start of the merit pay will be handled on a case-by-case basis depending upon the severity of the action.
4. Employees who are at the maximum of the salary range for their position classification are eligible for a performance bonus during the evaluation period. Bonuses shall be awarded at the same percentage of annual salary as employees within the salary range at the same performance level. This means that based upon the performance rating, employees would receive a percentage increase of salary applicable to the performance rating. Performance bonuses do not become part of base pay and will be awarded in a lump sum payment.
5. Employees who are assigned to an interim position or are promoted during the appraisal period and have not completed six months as of December 1st will be awarded a merit increase based on their previous evaluation score in their former position prior to the recent promotion.