

TOWN OF ATLANTIC BEACH EMPLOYEE BENEFITS

MEDICAL INSURANCE

MONTHLY NCLM MEDCOST MEDICAL / VSP VISION RATES

<u>Individual</u>	<u>Emp + Children</u>
\$0*	\$654

Employee portion paid by the Town at \$846/month.

Effective July 1, 2015, spousal coverage options were discontinued.

PLAN HIGHLIGHTS

Copay – \$20 Primary Care Physician / \$40 Specialist
Urgent Care Centers – \$40 copay
Emergency Room – \$250 copay, waived if admitted
Inpatient Hospital Services – 80% after deductible

Deductible – \$2,000 Individual / \$4,000 Family
Out-of-Pocket Maximum – \$4,000 Individual / \$6,000 Family
Lifetime Benefit Maximum – Unlimited

Prescriptions – \$10/40/55 (specialty meds: \$50 or 25% up to \$100 max)

VPS Premier Plus Vision – \$160 reimbursement for lenses/frames/contacts

ANNUAL COMPLIANCY REQUIREMENTS

MedCost medical compliancy requirements must be met annually prior to Dec 31st. If you feel that you have already reached compliancy (had your physical/labs or any other age-based tests such as mammogram, pap test, colonoscopy, etc PLUS have met any direct PCM recommendations by MedCost), you need to reach out to MedCost Customer Service directly at (888) 230-6873 or MIT@nclm.org.

Employees that do not meet their compliancy requirements will be charged a 10% surcharge fee on the premium (approximately \$90 per month for FY23-24) deducted from their paychecks for the next year.

NEW HIRE:

New hires with coverage effective prior to July 1 must meet compliancy requirements by Dec 31 of that calendar year. New hires with coverage effective July 1 or later, will not have to meet compliancy requirements until the following calendar year.

DENTAL COVERAGE

The Town provides a self-insured dental plan to full-time employees and their family with a fiscal year benefit of \$1,200 (July 1 to June 30) for dental services rendered at a dental facility. Employee must pay for dental service and attach a statement showing date of office visit, patient's name, total cost of services rendered, and date/amount paid to dental claim form in order to be reimbursed. All dental reimbursement forms shall be delivered to the Personnel Officer in a sealed envelope to maintain confidentiality. Benefits are paid as follows:

First \$200.00 spent is reimbursed @ 100% = \$ 200.00
Next \$1250.00 spent is reimbursed @ 80% = \$1,000.00
\$1,200.00

SUPPLEMENTAL LIFE INSURANCE

40% participation or must have evidence of insurability

No disability premium waver

\$10,000 increments up to \$100,000 maximum. After initial enrollment, any increase greater than \$10,000 will require evidence of insurability.

Terminates at retirement (conversion option available) unless employer provides retiree life benefits.

Benefits reduce at ages 65, 70 and 75 (see benefit booklet)

Premium Based on Age

<u>AGE</u>	<u>\$ per 1000</u>
Less than 35	0.10
35 – 39	0.13
40 – 44	0.20
45 – 49	0.34
50 – 54	0.54
55 – 59	0.87
60 – 64	1.31
65 – 69	1.97
70 – 74	3.72
75 – 79	6.00
80 – 85	9.28

Supplemental Life Insurance Reductions

At age 65 by 35% of the pre-65 amount,

At age 70 by an additional 20% of the pre-65 amount,

At age 75 with a final additional reduction of 15% of the pre-65 amount.

DEPENDENT LIFE INSURANCE

Coverage available on all eligible dependents.

Amount of coverage depends on the age of the dependent.

Plan available is titled Plan B and is \$1.06 per month.

Spouse: \$2,500

Unmarried Child(ren) age:

14 days but less than 6 months	\$250
6 months but less than 2 years	\$500
2 years but less than 3 years	\$1,000
3 years but less than 4 years	\$1,500
4 years but less than 5 years	\$2,000
5 years but less than 19* years	\$2,500

*Age 19 through 26 if full-time student.

Town of Atlantic Beach State Retirement Plan

All new hires are required to participate in the State Retirement Plan and shall contribute 6% of their earnings toward the Plan. After one year of service with Atlantic Beach, employees are eligible for the Death Benefit.

Town of Atlantic Beach State 401(k) Plan

The Town of Atlantic Beach contributes 5% of base salaries for all full-time employees to the State 401(k) Plan. As required by state law, the Town contributes 5% to the Plan on behalf of all full-time sworn enforcement officers.

The elective deferral (contribution) limit for employee 401k Plan accounts for 2024 will be \$23,000.

Town of Atlantic Beach Health Savings Account Plan

Annual contribution limits (includes all employer and employee elected contributions made in the tax year). Those with individual plans in 2024 may contribute \$4,150. Those with dependents covered in 2024 may contribute \$8,300.

Remember, annual maximums as determined by the IRS are total amounts; you will need to factor in any Town contributions as well when determining your allowable maximum contribution for tax purposes. The management of the HSA and additional related funding is the responsibility of the employee. The funds deposited to your HSA will belong solely to you, not the Town. Therefore, these funds roll over from year to year and continue to be available even after employment ends. These monies remain tax-free if used for qualified medical expenses (including dental, vision, etc.) Visit website: www.irs.gov and type HSA in the search box to stay current with the latest tax rules and regulations regarding your tax favored Health Savings Account.

Town Match: \$70/month, effective 7/1/2023 (up from \$40/mth prior)

Town of Atlantic Beach Dependent Care Flexible Spending Account

Town of Atlantic Beach offers Dependent Care Flexible Spending Accounts (DC FSA) through HealthEquity for all full time employees. A DC FSA allows for pretax dollars to be set aside and used for eligible dependent care expenses. Employees choose their contribution amount, can only change during open enrollment or due to qualifying "change in status", and are subject to the IRS limits. The IRS 2024 annual contribution limits are \$5,000 for those single or married filing jointly and \$2,500 for those married and filing separately.

DC FSA plan year is on a calendar year basis with open enrollment occurring annually from December 1 through December 15, with changes effective January 1. DC FSA funds DO NOT roll over year to year but you do have a grace period built in. Allowed 2.5 months following the end of plan year for expenses to be incurred. Claims can be submitted until March 31 of year following the plan year. For more information outlining eligible dependents and expenses: <https://healthequity.com/learn/dcfsa>

To enroll, follow the link and complete the form: <https://www.cognitofrms.com/TownOfAtlanticBeach/HealthequityDCFSAEnrollment>

Town Match: \$70/month, effective 7/1/2023 (up from \$40/mth prior)

FY 2023-24

APPROVED PER PERSONNEL RESOLUTION # 20-07-01, ADOPTED 07/27/2020

Pay Periods – 14-day cycle/26 per year

	<u>Per Pay Period</u>	<u>Per Year</u>
Regular Employees	80 hrs.	2080 hrs.
Police Officers	84 hrs.	2184 hrs.
Fire Employees	106 hrs.	2756 hrs.

Payday is on the Wednesday following the end of the pay period.

Sick Leave - Unlimited Accumulations

	<u>Earned Per Pay Month</u>	<u>Earned Per Year</u>
Regular Employees	8 hours	96 hours
Police Employees	8.4 hours	100.8 hours
Fire Employees	10.6 hours	127.2 hours

Employees leaving the Town service are not entitled to be paid for unused sick leave.

Vacation Leave

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the first six months of the probationary period. Employees shall be allowed to take accumulated vacation leave after six months of service.

		<u>Earned Per Pay Month</u>	<u>Earned Per Year</u>
Regular Employees	(less than 5 years)	8 hours	96 hours
	(5 years but less than 10 years)	10 hours	120 hours
	(10 years but less than 15 years)	12 hours	144 hours
	(15 plus years)	13.33 hours	160 hours
Police Employees	(less than 5 years)	8.4 hours	100.8 hours
	(5 years but less than 10 years)	10.5 hours	126 hours
	(10 years but less than 15 years)	12.6 hours	151.2 hours
	(15 plus years)	14 hours	168 hours
Fire Employees	(less than 5 years)	10.6 hours	127.2 hours
	(5 years but less than 10 years)	13.25 hours	159 hours
	(10 years but less than 15 years)	15.9 hours	190.8 hours
	(15 plus years)	17.66 hours	212 hours

Vacation leave is accumulated each month. Vacation leave may be accumulated without any applicable maximum until December 31 of each year. During the pay period containing December 31, any employee with a balance exceeding 30 days shall have the excess accumulation transferred to sick leave so that only a balance of 30 days is carried forward to January 1. Employees are not eligible to receive pay for vacation time not taken. Under no circumstances is the Town liable for payment of vacation leave over the maximum.

*30 day equivalents: Regular: 240 hrs Police: 252 hrs Fire: 318 hrs

Probationary Period

All new employees serve a probationary period as follows:

Regular Employees	6 months
Police Employees	12 months
Fire Employees	12 months

Employees accumulate, but may not use, vacation leave during the first six months of the probationary period.

Holidays – 12 annually

- New Years Day
- Martin Luther King Jr Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Thursday & Friday
- Christmas Day (3 days)

In order to receive a paid holiday, an employee must be on paid status before and after the holiday.

*Holiday equivalents: Regular: 8 hrs Police: 8.4 hrs Fire: 10.6 hrs

Longevity Pay

Full-time employees of the Town may be compensated for years of service by payment of a longevity supplement based on continuous years of service as of December 31st of each year. This compensation is typically paid between Thanksgiving and the first week in December or at a time designated by the Town Manager. Continuous service is continuous employment including any approved leave or involuntary reduction in force. Longevity amounts shall be as follows:

Years of Service	Amount	Years of Service	Amount
0 - 1 years	\$ 100	10 - 14 years	\$ 450
1 - 4 years	\$ 250	15 - 19 years	\$ 600
5 - 9 years	\$ 350	20 + years	\$ 850

Credit Union

Town employees are eligible to become a member of the N.C. Local Governmental Employees’ Federal Credit Union, which offers a variety of banking services.

Direct Deposit for Payroll

Atlantic Beach requires direct deposit for all regular payrolls. We offer direct deposit to any bank or credit union.