

## CITY OF ESPAÑOLA

### Employee Benefits

**ANNUAL LEAVE:** Less than 6 years of service – 8.0 hours per month earned. Over 6 years of service - 12.0 hours per month earned. Can only take accrued leave and cannot carryover more than 288 hours to the next calendar year.

**SICK LEAVE:** 8 hours per month earned. No limit on accumulation.

**ADMINISTRATIVE LEAVE:** Upon approval of the department head or city manager, when in the best interest of the City and work requirements. Approved leave for jury duty, voting, and certain emergency situations or for administrative purposes.

**EDUCATIONAL LEAVE:** To permit an employee to pursue special training directly related to his or her city job. City will reimburse half of the duration if job related and approved in advance.

**MILITARY LEAVE:** Full pay up to 15 days per federal fiscal year.

**EMERGENCY LEAVE:** In the event of death in the immediate family, up to 3 days (if in-state) or 5 days (if out-of-state) chargeable to any accrued leave.

**INJURY LEAVE:** Taken from accrued sick leave for first (7) days until Worker's Compensation benefits provide disability or compensation monies.

**TEMPORARY DISABILITY LEAVE OR FAMILY MEDICAL LEAVE:** Approved leave without pay or Family Medical Leave with pay or without pay to exceed 90 days for extended injury leave, injury leave, injury leave pregnancy, childbirth or other related medical problem, or for illness and accrued leaves have been exhausted. Family Medical Leave needs 30 day approval.

**HOLIDAYS:** Paid time-off for 10 city-recognized Holiday.

**GROUP HEALTH INSURANCE:** Voluntary health and vision insurance, employee pays 40% and the City 66% of the premium. Voluntary, vision and other insurance's available at 100% cost to employee.

**RETIREMENT (PERA):** Mandatory – 13.5% contribution by employee, 9.15% by the city; 16.30% contribution by police officers, 18.50% city contribution. Refundable employee investment plus interest if employee leaves city.

**CREDIT UNION:** Voluntary – State Employee's Credit Union

**SWING & GRAVE YARD-DIFFERENTIAL:** 5% of basic hourly rate for hours worked between 6:00p.m. to 3:00 a.m. 7% of hourly rate for hours worked between 9:00 p.m. – 7:00 a.m.

**OVERTIME PAY:** When required at 1.5 times the basic hourly rate.