



*the hometown of the 21st century*

## Employee Benefits

The Town of Leesburg strongly encourages innovation, promotes career development, and offers a competitive benefits package to employees. Benefits include membership to the Town’s full-service recreation center, telecommuting and flexible scheduling for many positions, enrollment into the Virginia Retirement System, excellent healthcare insurance, and other fringe benefits. The following information is provided as an overview of the Town’s benefits package for regular full-time employees.

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## Health Insurance

<u>Medical</u>	<u>Dental</u>	<u>Vision</u>
<a href="#">Anthem through The Local Choice</a> (800-552-2682)	<a href="#">Delta Dental</a> (888-335-8296)	<a href="#">Blue View Vision</a> (800-552-2682)

All regular full-time and regular part-time employees, and their eligible dependents, are eligible for enrollment in the Town's health, vision and dental service plan ([Key Advantage 250, PPO Plan](#)). The cost to provide this benefit for employees and their eligible dependents is currently shared by the employee and the Town.

## Retirement

[Virginia Retirement System](#) (1-888-827-3847)

Effective July 1, 2012, as required by the Virginia General Assembly, eligible employees will contribute 5% of their salary to their member accounts. VRS members are vested when they have five (5) years of VRS service credit. Service Retirement is a defined benefit based on a member's average final compensation, years of service, and age at retirement. Employees are automatically enrolled into one (1) of the three (3) VRS retirement plans outlined below.

**Plan 1:** Members with service credit *before July 1, 2010*, are eligible to retire with unreduced benefits at age 65, with at least five (5) years of service, or at age 50 with at least 30 years of service. An employee's highest consecutive 36 months of creditable compensation is used as the average final compensation.

**Plan 2:** Members hired or rehired *on or after July 1, 2010, with no pre-July 1, 2010, service credit*, are eligible to retire with an unreduced benefit at their normal social security retirement age with at least five (5) years of service credit, or when age and years of service credit equal 90. An employee's highest consecutive 60 months of creditable compensation is used as the average final compensation.

**Hybrid Plan:** This plan applies to members hired *on or after January 1, 2014, with no prior VRS service credit*. This plan also applies to eligible VRS Plan 1 and VRS Plan 2 members who elected to opt into the plan during the election window that was held January 1, 2014-April 30, 2014, for an effective date of July 1, 2014. Public safety employees covered by enhanced hazardous duty benefits are not eligible for the Hybrid Plan. This plan offers a defined benefit component and defined contribution component (similar to 401K). The Hybrid Plan does not offer disability retirement benefits; instead, Hybrid Plan members have a separate program of short and long term disability benefits.

[ICMA-RC](#) (1-800-803-2729)

The Town's 457(b) Deferred Compensation Plan allows an employee to defer up to \$19,000 annually (calendar year 2019 limit). The minimum deferral amount is \$15 per pay period. Amounts deferred are not subject to federal and state income taxes. The Town matches \$15 per pay period.

## Annual Leave

At the time of hire, six (6) months of annual leave will be advanced to all regular full-time employees (and regular part-time employees) up to, and including, Grade 14, based on the accrual rate associated with the first year of employment, as set out below. Annual leave earned by new employees for the first six (6) months will be applied toward this advance. Beginning the seventh month of employment, those employees will begin to accrue leave at the rate associated with the first year of employment.

New hires at Grade 15 and above will be granted 15 days of annual leave on their hire date and each subsequent anniversary date until the fourth anniversary. On the fourth anniversary date, those employees will begin to accrue annual leave at the same rate as all other regular full-time employees.

<u>Years of Service</u>	<u>Days Per Year</u>
Less than two years	12 days
2 years	13 days
3 years	14 days
4 years	15 days
5 through 9 years	18 days
10 through 14 years	21 days
15 through 19 years	24 days
20 plus years	26 days

Regular part-time employees who work an average of 20 hours or more per week shall be eligible to accrue annual leave benefits at half the rate of regular full-time employees.

## Sick Leave

At the time of hire, six (6) months of sick leave will be advanced to all regular full-time employees (and regular part-time employees), regardless of position grade, based on the accrual rate, as set out below. Sick leave earned by new employees for the first six months will be applied toward this advance. Beginning the seventh month of employment, employees will begin to accrue leave at the rate, as set out below.

<u>Regular Hours Worked (Per 2-Week Payroll Period)</u>	<u>Hours Accrued (Per 2-Week Payroll Period)</u>	<u>Days Accrued Annually</u>
80	3.70	12
75	3.46	12
40	1.85	6

## Sick Leave Sharing

If an employee has suffered an incapacitating and life-threatening illness or injury, his/her department head may apply for sick leave sharing on the employee's behalf. Donated leave must be approved by the Town Manager.

## Holidays

The Town provides all regular full-time employees with a minimum of 12.5 paid days off from work for each calendar year for holiday observance. All eligible regular part-time employees scheduled to work an average of 20 hours or more per week on a continuous basis shall receive half of the holiday pay for each holiday that regular full-time employees receive.

## Bereavement Leave

All eligible employees shall be granted up to five (5) consecutive work days of leave with pay for a death occurring in the employee's immediate family. For extended family members, three (3) consecutive work days of leave with pay will be granted.

## MyChoice Benefit

All regular full-time employees are eligible to participate in an optional benefit plan. Subject to annual appropriations, the amount available for each employee shall be \$900. These funds may be used for pre-tax options, such as flexible spending accounts or towards the Town's 457(b) Deferred Compensation Plan. Employees may also elect post-tax options by either receiving a one-time lump sum payment or bi-weekly payments. Employees starting after July 1<sup>st</sup> will receive a prorated amount of the MyChoice Benefit.

## Group Term Life Insurance

[Securian Financial](#) (1-800-447-2258)

Eligible employees are automatically covered for life and accidental death and dismemberment (AD&D) coverage equal to two times the annual salary each. This coverage is provided at no cost to the employee.

## Optional Group Term Life Insurance

[Securian Financial](#) (1-800-447-2258)

Additional group term life coverage is available for up to four (4) times the employee's salary. Coverage may also be purchased for your spouse and/or eligible child(ren), and is paid via payroll deduction. The employee pays the full cost for this coverage.

## Whole Life Insurance

[Transamerica Whole Life with Long Term Care](#)  
(1-888-763-7474)

Employees may purchase additional whole life insurance with long term care. You may keep this policy upon termination of employment with the Town.

## Long Term Disability

[UNUM](#) (1-800-858-6843)

The Town's long term disability plan provides partial income continuation for regular full-time employees who are disabled and cannot perform the duties of their job. Benefits begin the day after the 30-day elimination period. The plan provides a monthly benefit of 60% of pre-disability earnings, up to a maximum monthly benefit of \$5,000 reduced by income from other sources.

## Accidental and Critical Illness

[Allstate](#) (1-800-348-4499)

**Voluntary Accident Coverage** provides benefits for any on or off the job accidental injuries with benefits payable for hospitalization, emergency room treatment, intensive care, fractures and more. **Voluntary Critical Illness** coverage supplements any other medical coverage. Benefits are paid directly to the employee. These benefits are portable.

## Employee Assistance Program

[Lytle EAP Partners](#) (1-800-EAP-7272)

[Anthem through The Local Choice](#)  
(1-855-223-9277)

Provides free and confidential assistance as related to problems or issues that are affecting the employee personally or at work. EAP services include assessment and referral to appropriate resources, and are available to the employee and his/her immediate family.

## Flexible Spending Accounts

[WageWorks](#) (1-800-950-0105)

Regular full-time employees may defer \$2,700/year for unreimbursed medical expenses and/or up to \$5,000/year for dependent day care. Participation allows a portion of your salary to be redirected to provide reimbursement for these types of expenses.

## Ida Lee Recreation Center Membership

[Ida Lee](#) (703-777-1368)

Regular employees and their dependents may enjoy membership at the Ida Lee Recreation Center free of charge. This is a taxable fringe benefit and employees who elect to become members will be required to pay tax on the total value of the membership.

## Legal Insurance

[Legal Resources](#) (1-800-728-5768)

Covers the attorney fees for the most commonly used legal services. This voluntary benefit covers you, your spouse and dependent children (up to age 19, or 23 if enrolled as a full-time student). Members have immediate and ongoing access to comprehensive legal coverage, services and expertise.

## Tuition Reimbursement

Regular full-time employees may take courses which relate to their position at an approved institution. Preliminary approval must be obtained from the department director, the Human Resources Director and the Town Manager before a course begins. The Town reimburses up to 75% of tuition (up to a maximum of \$2,500) for each fiscal year.

## Workers' Compensation

[VML](#) (1-804-273-0038)

To provide for payment of an employee's medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of the injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid

in full, and partial salary payments are provided beginning with the eighth consecutive day of your absence from work.

### Credit Union

[Loudoun Credit Union](#) (703-777-4744)

Regular full-time employees are eligible to join the Loudoun Credit Union.

### Direct Deposit

Your paycheck is automatically deposited in the bank or credit union account of your choice.

### Pay Days

There are 26 pay periods per year. Pay periods start on Monday and end on the Sunday two weeks later. Employees are paid on the Friday of the following week after the pay period ends.

*The Town of Leesburg expects to continue to provide a competitive and comprehensive benefits package to its eligible employees, however the Town reserves the right to amend, modify or eliminate benefits programs at any time.*