



## Summary of Benefits for Full-Time Employees

**Medical Benefits** The City of Pasadena provides medical benefits to all full-time employees and their dependents through a Preferred Provider Network (PPN) Plan. Coverage begins on the first day of the month following employment. The plan covers most necessary medical examinations, procedures, and prescription drugs. The City also provides certain free testing through a preferred laboratory program.

**Health & Wellness Clinic** The City Health & Wellness Clinic is open to any employee/retiree or dependent participating in a City medical insurance plan. All services performed within the clinic are free. The clinic offers services similar to a primary-care physician, i.e. lab work, Personal Health Assessments, colds/flu, wellness checkups/physicals, diabetes management, etc.

**Dental Benefits** The City provides employees with two options for dental coverage: a dental health maintenance organization (DHMO) or a preferred provider program (PPO). Coverage begins on the first day of the month following employment.

**Employee Assistance Program** Employees and covered dependents are entitled to 6 visits per incident per year with certified specialists to discuss and seek assistance for problems that may include emotional and personal issues, alcohol and drug abuse, and marital and family issues. Legal concerns, financial issues, time management, child and eldercare services, and pre-retirement planning are among the additional services available in this program.

**Retirement** Employees earn retirement benefits through the Texas Municipal Retirement System (TMRS). Each pay period, 7% of an employee's gross salary is put into a TMRS account and the City matches this amount at 2 to 1 (14% of gross salary). Employees are vested after 5 years of creditable service. They are eligible to collect retirement benefits after 20 years of service at any age or 5 years of service and 60 years of age.

**Deferred Compensation** Employees have the option to set aside as much as 25% of their pre-tax earnings or an amount that is annually indexed and federally established (whichever is lower) in individualized retirement accounts. These accounts gain interest according to an employee's individual investment preference choices. There are special provisions for employees age 50 and over.

**Holidays** Employees receive 12 paid holidays per year.

**Vacation** Non-police employees accrue 80hrs of vacation each year for the first 5 years of service; 120hrs vacation per year through the 10<sup>th</sup> year of service; 160hrs vacation per year through the 20<sup>th</sup> year of service; 200hrs vacation per year through the 25<sup>th</sup> year of service; and 240hrs thereafter. Employees who leave the city will be paid for up to 30 days of unused vacation leave after 6 months of service.



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All full-time Police Officers shall accrue one hundred twenty (120) hours of vacation each year through the tenth year of service, one hundred sixty (160) hours of vacation each year through the twentieth year of service and two hundred (200) hours of vacation each year through the twenty-fifth year of service and two hundred forty (240) hours of vacation each year following the completion of the twenty-fifth year of service.

**Sick Leave** Employees accrue 15 days of sick leave per year. An employee may use three days of sick leave as personal days with prior approval of supervisors. Otherwise, sick leave may only be used if an employee is unable to work due to personal illness, illness in the employee's dependent family, and doctor and dental visits. Employees who leave the City will be paid for up to 90 days of unused sick leave if they have a least three consecutive years of full-time employment at the time.

**Other Leave** Other programs include court leave, military leave, bereavement leave, personal leave, and injury leave (Workers' Compensation).

**Short Term Disability** Employees with non-job-related illness or injury may be eligible to receive up to 60% of salary for one year if they are unable to perform the essential functions of their jobs.

**Long Term Disability** Employees with non-job-related illness or injury may be eligible to receive up to 60% of their salary if they are still unable to perform the essential functions of their jobs. Employees unable to perform any occupation for which they are reasonably qualified may receive benefits for longer periods.

**Term Life Insurance** Employees receive \$25,000 of term life insurance at no cost with the option to purchase additional coverage.

**Flexible Spending Accounts** Employees may set up pre-tax flexible spending accounts up to an amount that is annually indexed and federally established to make up for any extra costs such as medical and dental costs that are not covered in the City's benefit plans. A pre-tax account of up to \$5,000 may also be set up for dependent childcare.

**Longevity Pay** All full-time employees earn longevity pay at a rate of one hundred-twenty dollars (\$120) per year for each completed year of service. Police Officers receive longevity on a bi-weekly basis.

**Education Reimbursement Program** The City offers up to 80% of the costs of books, tuition, and fees for employees who wish to further their education during employment with the City. The maximum benefit is \$3,500 per budget year.



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**Credit Union** Pasadena Municipal Federal Credit Union is available to all full-time employees.



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This Summary of Benefits is for general information purposes. Where statements in this Summary of Benefits conflict with a specific plan document or City policy, the plan document for policy governs.

December 2023