



# **Full-Time Employee Benefits**



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**\*Members hired after January 1, 2014 without prior active VRS service will be enrolled in the VRS Hybrid Plan – retirement, disability and paid time off. Sworn Police, Fire, and emergency medical technician staff will not participate in the Hybrid/PTO Plan**



**PAID TIME OFF (PTO)**

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Full-time members hired **on or after January 1, 2014** without prior active VRS service will be enrolled in the VRS Hybrid Plan. Full-time Hybrid plan employees, accrue Paid Time Off (PTO) leave as set forth in the chart below based upon years of full time service with the City of Virginia Beach. Note: Sworn Police, Fire, and emergency medical technicians are not included in the Hybrid plan.

Years of Full-Time Service	Semi-Monthly Accrual Rate (hours)	Total Monthly PTO Accrual (hours)	Annual Leave Accrual (hours)	Maximum Annual Leave Carryover (hours)
0 Yrs - < 5 Yrs	5	10	120	120
5 Yrs - <10 Yrs	6	12	144	144
10 Yrs - < 15Yrs	7	14	168	168
15 Yrs+	8	16	192	192

For more information see [HR Policy 3.14, Paid Time Off](#).

**ANNUAL LEAVE**

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Full-time members who work forty (40) hours per week, hired **on or before December 31, 2013**, accrue annual leave as set forth in the chart below based upon years of full time service with the City of Virginia Beach.

Years of Full-Time Service	Semi-Monthly Accrual Rate (hours)	Total Monthly Leave Accrual (hours)	Annual Leave Accrual (hours)	Maximum Annual Leave Carryover (hours)
0 Yrs - < 5 Yrs	4	8	96	400
5 Yrs - <10 Yrs	5	10	120	400
10 Yrs - < 15Yrs	6	12	144	400
15 Yrs - <20 Yrs	7	14	168	400
20+ Yrs	8	16	192	400

Firefighters assigned to fifty-six (56) hour per week positions shall accrue annual leave as set forth in the chart below based upon years of full time service with the City of Virginia Beach.

<b>Years of Full-Time Service</b>	<b>Semi-Monthly Accrual Rate (hours)</b>	<b>Total Monthly Leave Accrual (hours)</b>	<b>Annual Leave Accrual (hours)</b>	<b>Maximum Annual Leave Carryover (hours)</b>
0 Yrs - < 5 Yrs	5.6	11.2	134.4	560
5 Yrs - <10 Yrs	7	14	168	560
10 Yrs - < 15Yrs	8.4	16.8	201.6	560
15 Yrs - <20 Yrs	9.8	19.6	235.2	560
20+ Yrs	11.2	22.4	268.8	560

For more information see [HR Policy 3.01, Annual and Personal Leave](#).

### **SICK LEAVE**

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Non-Hybrid Plan members who work forty (40) hours per week accrue sick leave at the rate of 4 hours per semi-monthly pay period, equivalent to 8 hours per month.

Firefighters assigned to fifty-six (56) hour per workweek positions will accrue sick leave at the rate of five and six-tenths (5.6) hours per semi-monthly pay period, equivalent to eleven and two-tenths (11.2) hours per month.

Employee sick leave accruals can be used as Family Sick Leave, in accordance with City policy. This includes sick leave for periods of illness of an employee's immediate family member or immediate family member's medically required confinement, and medical and dental appointments, for up to forty (40) hours per calendar year for employees who work a forty (40) hour workweek, or up to fifty-six (56) hours per calendar year for firefighters who work a fifty-six (56) hour workweek. Sick leave for an immediate family member may be extended beyond the respective forty (40) and fifty-six (56) hours in a calendar year when there is a qualifying event that is set forth in the Family Medical Leave Act.

For more information, see [HR Policy 3.10, Sick Leave](#).

### **COMPENSATORY LEAVE**

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State/local government employers and other public agencies may allow nonexempt employees to take compensatory time off (Comp Time) in lieu of overtime payments. Comp time is provided at a rate of one and a half hours of time off for each hour of overtime worked. The City of Virginia Beach allows a maximum accrual/carryover of two hundred forty (240) hours, or four hundred eighty (480) hours for Police and Fire. Hours earned in excess of the maximum accrual/carryover are paid at the overtime rate.

For more information, see [HR Policy 2.02, Overtime Policy](#).

### **Maternity and Parental Leave**

Three (3) weeks (120 hours) of paid maternity leave is granted to birthing mothers.

After the birth of a child(ren) or after the adoption of a child(ren), the non-birthing parent will receive two (2) weeks of paid parental leave for the purpose of bonding and/or care

of a newborn.

Eligible employees will receive one (1) week of paid parental leave to care for a sick parent with a serious health condition as defined in the Family and Medical Leave Policy and Procedure.

For more information, see [HR Policy 3.15, Maternity and Parental Leave Policy](#).

### **COURT LEAVE**

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Time off is provided for employees to perform subpoenaed witness service. Employees electing court leave are required to reimburse the City for any compensation received from the court. (Employees may elect annual leave or compensatory time and retain any fees received from the court.)

For more information, see [HR Policy 3.02, Absence for Court Attendance](#).

### **FAMILY MEDICAL LEAVE**

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In accordance with the Family and Medical Leave Act requires covered employees are provided up to twelve (12) weeks of unpaid, job-protected leave for medical reasons; for the birth or adoption of a child; for the care of a child, spouse, or parent who has a serious health condition; or for military family leave for qualifying exigencies. Covered employees are provided up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period for military caregiver leave of a qualifying service member. Although the law does not require that the family and medical leave be paid, the City has adopted Policy 3.06, Leave of Absence Without Pay, which states the employee may utilize unpaid leave only when the employee has exhausted all accrued paid leave applicable to the FMLA qualifying event.

For more information, see [HR Policy 3.03\(A\), Family and Medical Leave](#).

### **FUNERAL LEAVE**

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Up to five (5) consecutive days is available to full-time merit employees upon the death of a member of the employee's immediate family and or any person who can be demonstrated as residing in the same household as the employee.

For more information, see [HR Policy 3.04, Funeral Leave](#).

### **HOLIDAYS**

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Twelve (12) days per year as follows:

New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Veterans Day  
Thanksgiving Day & Day after Thanksgiving  
Christmas Eve  
Christmas Day

Three (3) Flexible Holidays

For more information, see [HR Policy 3.05, Holidays](#).

### **INJURY LEAVE**

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Paid leave authorized to an employee who has a job-related injury in accordance with the Virginia Worker's Compensation Act. Injury leave will not exceed a total of twelve (12) months for any one job-related illness or injury.

For more information, see [HR Policy 3.07, Injury Leave](#).

### **JURY LEAVE**

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Time off provided for full-time merit employees to perform jury duty. Time off provided for part-time employees to perform jury duty. For jury duty lasting (5) five work days or less, employees shall be permitted to retain compensation from the Courts without using annual leave or compensatory leave in lieu of jury leave. For jury duty exceeding (5) five work days employees who receive compensation from the Courts shall be required to reimburse the City for such compensation unless the employee elected to use annual leave, PTO or compensatory leave in lieu of jury leave.

For more information, see [HR Policy 3.02, Absence for Court Attendance](#).

### **LEAVE WITHOUT PAY**

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Leave Without Pay (LWOP) is an authorized absence from the job without pay. The department head may grant up to fourteen (14) consecutive calendar days of LWOP. Fifteen (15) days or more must also have approval of the Director of Human Resources. Maximum amount of time which can be granted is twelve (12) consecutive calendar months. LWOP may be used by employees who have no accrued paid leave (including annual leave, sick leave, compensatory time or any other paid time off) available to them. LWOP shall not be approved when employees have applicable accrued leave balances that can be utilized to cover a leave request in accordance with the corresponding City leave policies. Exception for employees on military leave without pay is outlined in the City's Military Leave Policy.

For more information, see [HR Policy 3.06, Leave of Absence Without Pay](#) and [HR Policy 3.09, Military Leave](#).

### **MILITARY LEAVE WITH PAY**

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Employees are entitled to a maximum of fifteen (15) working days of Military Leave with pay per federal fiscal year.

For more information, see [HR Policy 3.09, Military Leave](#).

## **HEALTH RELATED BENEFITS**

### **HEALTH, VISION AND DENTAL INSURANCE**

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The City offers group health insurance to all full-time employees through payroll deduction at a group rate, with contributions made by the City. Vision coverage is included as part of elected medical coverage.

Dental insurance is offered as a separate plan at a group rate, and is fully paid by for by the employee through payroll deduction.

*For more information on benefits, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please note that you will need to use your City network login ID and password to access the CBO site.*

### **FLEXIBLE SPENDING ACCOUNTS (FSA)**

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The City offers eligible employees a Flex Benefit Plan in accordance with Section 125 of the IRS Code, that allows employees to pay for certain employee benefits with pre-tax salary dollars. Two separate reimbursement accounts are available including: the Health Care FSA and the Dependent Care FSA.

*For more information on benefits, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

### **HEALTH SAVINGS ACCOUNT (HSA)**

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Employees enrolled in the POS Basic and Standard Health Plans have the option to contribute pre-tax salary dollars to a Health Savings Account, if eligible.

*For more information on benefits, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please note use your City network login ID and password to access the CBO site.*

### **LIFE INSURANCE**

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The City pays the entire life insurance premium for all employees covered by the Virginia Retirement System. Coverage is twice the employee's base creditable compensation rounded to the next highest thousand dollars for natural death. For accidental death, coverage is four times the employee's base annual salary rounded to the next highest thousand dollars. Employees have the option of purchasing additional life insurance up to four times their annual salary. The additional premium is paid through payroll deduction.

*For more information on benefits, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

### **LONG-TERM CARE**

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Long-Term Care is insurance that provides coverage to help pay costs associated with care received at home or in facility, when someone needs assistance to perform activities of daily living.

Hybrid Plan employees participate in a Disability Benefit Program that includes long term care coverage. This program is called Virginia Local Disability Program (VLDP).

*For more information on benefits, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*



## **LONG-TERM DISABILITY**

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Hybrid Plan employees participate in a Disability Benefit Program that provides income replacement when an employee is unable to work due to a disability. This program is called the Virginia Local Disability Program (VLDP) and includes both short and long-term income replacement benefits. Eligible employees must be employed for 12 consecutive months before they are covered for non-work related illnesses/injuries.

Non-Hybrid employees have the option of purchasing optional long-term disability coverage, with the premium being paid through payroll deduction.

*For more information on benefits, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

## **SHORT-TERM DISABILITY**

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Hybrid Plan employees participate in a Disability Benefit Program that provides income replacement when an employee is unable to work due to a disability. This program is called the Virginia Local Disability Program (VLDP) and includes both short and long-term income replacement benefits. Eligible employees must be employed for 12 consecutive months before they are covered for non-work related illnesses/injuries.

Non-Hybrid employees do not have the option of purchasing optional short-term disability coverage. However, eligible employees may have the option to participate in the City's Leave Donation Program.

*For more information on benefits, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

## **LEAVE DONATION PROGRAM**

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Eligible employees may participate in a voluntary program which provides sick leave to employees who need additional sick leave and are unable to work due to long term illnesses or medical conditions.

*For more information, see [HR Policy 3.11, Leave Donation Program](#).*

## **BEWell (Beach Employee Wellness)**

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BEWell is the wellness program for full-time City of Virginia Beach employees, and retirees on the health plan. Powered by Virgin Pulse, BEWell is geared to help employees and retirees reach their health goals and earn rewards along the way. Participants earn points for their healthy activities and those points can be redeemed for rewards – up to \$125 per quarter (\$500 per year).

To enroll in Virgin Pulse log in at: [join.virginpulse.com/VirginiaBeach](http://join.virginpulse.com/VirginiaBeach).  
If you are already a member, log in at [member.virginpulse.com/login](http://member.virginpulse.com/login).

*For more information on BEWell, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

## **WORKER'S COMPENSATION**

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The State of Virginia mandated that the City provides worker's compensation insurance coverage at no cost to the employee.



For more information, see [HR Policy 3.07, Injury Leave](#).

## **EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK-LIFE SERVICES**

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EAP and Work-Life Services offers 5 free counseling sessions per issue, per year for all employees and anyone in their household. In addition, if employees need help with everyday issues such as finding childcare, services for an elderly parent, travel plans, or even a new roof on a house, Humana's specialists will assist with this as well. They can assess needs, provide guidance, and do research to provide employees with referrals and resources that meet their budget and special requests.

Call Humana EAP Work-Life at (800) 448-4358 (TTY: 711) or Visit:

[www.Humana.com/eap](http://www.Humana.com/eap) Username: VirginiaBeach Password: employee

For more information, see [HR Policy 5.02, Employee Assistance Program](#), or go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.

## **DISEASE MANAGEMENT PROGRAMS**

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Disease Management Programs are managed by Optima Health, and health plan enrollment is required for participation. Individuals who are diagnosed with Cardiovascular Disease (coronary artery disease – CAD or congestive heart failure – CHF), Diabetes, Respiratory Disease (asthma or chronic obstructive pulmonary disease – COPD), and Rare Chronic Conditions (such as Chron's Disease and Multiple Sclerosis) may enroll and receive case management services to help provide information, guidance and support with any of the above conditions. Full-time employees and retirees participating in the BEWell Program earn points for rewards when meeting program requirements.

To enroll in Cardiovascular, Diabetes or Respiratory Disease Management, call Optima Health at (866) 503-2730.

To enroll in Rare Chronic Disease Management (the AccordantCare Program), call Accordant at (866) 535-5439.

For more information, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.

## **PARTNERS IN PREGNANCY**

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Partners in Pregnancy is available to employees who are pregnant and in their first trimester and are on the City's Optima Health plan. Case management services are provided to help answer questions, inform, guide and support the mother-to-be. Full-time employees and retirees participating in the BEWell Program earn points for rewards when meeting program requirements.

To enroll, call Optima Health Partners in Pregnancy at (866) 239-0618.

For more information, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.

## **TOBACCO CESSATION PROGRAM**

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Full-time employees, and retirees on the health plan who wish to quit tobacco can receive encouragement and support from highly qualified health coaches online or by telephone, as well as nicotine replacement (patches or gum) if appropriate, at no cost to them.

To enroll call Quit For Life (866) 784-8454 or enroll online at:  
[www.quitnow.net/virginiabeach](http://www.quitnow.net/virginiabeach)

*For more information, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

## **RETIREMENT**

### **RETIREMENT**

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The City participates in the Virginia Retirement System. Employees are vested after five (5) years of service. Vested employees are eligible for retirement benefits after meeting age and service requirements, which vary by plan.

The City offers disability retirement and job-related disability retirement. Employees hired after July 1, 2010 with no active VRS service will be required to contribute five percent (5%) of their salary to their VRS account. This will be done through a pre-tax deduction from their paychecks.

*For more information, go to the [Retirement](#) page on Beachnet, or the [Virginia Retirement System \(VRS\)](#) website. For a quick reference listing of VRS member benefit links, including VRS Plan 1, VRS Plan 2, and Hybrid Plan benefits, visit the [VRS Member Benefits](#) page.*

### **DEFERRED COMPENSATION**

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Employees may arrange to defer a portion of their salary to be paid in the future. The City offers, through a 3<sup>rd</sup> party administrator, investment options in which employees may deposit their deferred money.

*For more information go to [Beachnet, Governmental 457\(b\) Deferred Compensation Plans \(Deferred Comp\)](#) or to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

### **SOCIAL SECURITY AND MEDICARE**

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The employee contributes 6.2% of taxable annual earnings up to \$118,500 per year for Social Security taxes and 1.45% of taxable annual earnings per year for Medicare taxes. The City contributes 6.2% and 1.45% for a total of 7.65% of taxable annual earnings for Social Security and Medicare taxes.

*For more information go to the [Retirement](#) and [Employee – Payroll and Tax Withholding Information](#) pages on Beachnet.*

## **OTHER BENEFITS**

### **CREDIT UNION**

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The Beach Municipal Federal Credit Union is a non-profit service agency which is owned and operated exclusively for City employees and their dependents.

*For more information, go to the [Beach Municipal Federal Credit Union](#) website.*

### **LEGAL RESOURCES AND IDENTITY THEFT**

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All full-time employees may participate, at the employee's expense in the prepaid legal services plan offered through payroll deduction. Legal Resources can provide confidential legal counseling, advice and discounted courtroom representation for employees and their immediate family. For additional fees, Legal Resources also offers two identity theft protection programs.

*For more information, go to the [Consolidate Benefits Office \(CBO\)](#) website. Please use your City network login ID and password to access the CBO site.*

### **TUITION REIMBURSEMENT**

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Eligible non-probationary full-time employees may submit applications to participate in the City's Tuition Reimbursement program. Funds will be allocated based on the number of full-time employees within each department.

*For more information, see [HR Policy 5.04, Tuition Reimbursement](#).*

### **VETERANS REEMPLOYMENT RIGHTS**

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In accordance with the Uniform Services Employment & Reemployment Rights Act (USERRA) employees returning from a leave of absence upon completion of service in the uniform services are entitled to reemployment contingent upon certain eligibility conditions.

*For more information, see [HR Policy 3.09, Military Leave](#).*



## GENERAL DESCRIPTION OF EMPLOYEE RECOGNITION PROGRAMS

### **HALL OF FAME AWARD**

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This award is an annual tribute to outstanding City employees. Nominations are made by fellow City employees, and a committee of City employees selects the recipients.

*For more information, click on the Hall of Fame Award tab at the bottom of the [City Manager's Corner – Shaping Our City!](#) page.*

### **PERFORMANCE BONUS**

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A lump sum bonus awarded to an employee displaying outstanding performance. The bonus, typically equivalent to up to five percent (5%) of the employee's salary, may be granted upon written request of the Department Director and approval by the Director of Human Resources and the City Manager.

*For more information, see [HR Policy 5.00, Bonus and Administrative Increase](#).*

### **SERVICE AWARDS**

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An employee is eligible for a service award after five (5) years of continuous service with the City and upon completion of each additional five years of service thereafter. Service awards include recognition pins, certificates, and plaques.

*For more information, see [HR Policy 5.03, Service Awards Program](#).*