



# TOWN OF KNIGHTDALE

## Human Resources

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### Employee Benefit Information

#### **NC Local Government Employees' Retirement**

*What does it mean to become vested? You become vested once you have completed 5 years of creditable service. Vested means you are eligible to apply for monthly retirement benefits based on the formula as well as age and service requirements set by the state of NC as long as you do not withdraw your contributions.*

*What if you leave the system prior to becoming vested? You are only entitled to a refund of your contributions.*

- 1) Mandatory participation with a pre-tax payroll deduction of 6% of gross salary
- 2) Town contributes 8.98% of employee's gross salary
- 3) Unreduced benefits available after:
  1. Age 65 with 5 years of creditable service;
  2. Age 60 with 25 years of creditable service; or
  3. Any age with 30 years of creditable service
- 4) Reduced benefits available after:
  1. Age 50 with 20 years of creditable service; or
  2. Age 60 with 5 years of creditable service (Age 55 with 5 years for Firefighters)
- 5) Disability benefits available after 5 years of creditable service

For more information regarding NC Retirement, please refer to the following website:

<https://www.nctreasurer.com/ret/Benefits%20Handbooks/LGERShandbook.pdf>

#### **NC Supplemental Retirement Plans**

##### ***Prudential 401(k) plan***

1. 100% vesting: you are fully vested in the plan from your first contribution, meaning the money is yours.
2. Employee contributions are optional.
3. Traditional pre-tax and Roth post-tax deductions available
4. Rollovers allowed from other qualified retirement plans
5. Town contributes 5% of employee's gross salary
6. Loans are available.
7. Benefits available upon retirement with no penalty at age 59 1/2

##### ***Prudential 457(b) plan***

1. 100% vesting: you are fully vested in the plan from your first contribution, meaning the money is yours.
2. Employee contributions are optional (Town does not contribute).
3. Traditional pre-tax and Roth post-tax deductions available
4. Rollovers allowed from other qualified retirement plans
5. Loans are available.
6. Benefits available upon retirement with no penalty at any age

For more information regarding NC Supplemental Retirement plans, please refer to the following website:

[www.NCPlans.Prudential.com](http://www.NCPlans.Prudential.com)

**Insurance (subject to change annually at July 1<sup>st</sup>):**

The Town currently funds \$550 monthly toward each employee's health, dental and vision coverage. Employees who participate in free on-site health assessment screenings receive an additional \$150 per month bringing their town funding up to \$700 per month. The current maximum allowance of \$700 covers 100% of current employee premiums for health, dental, and vision with a small portion leftover that funds a flexible spending account. Any elections for dependent coverage or FSA funding resulting in a cost above the Town allowance are handled through a pre-tax payroll deduction. The Town also funds every employee's medical FSA with \$500 annually, which is the maximum amount allowed for employer contribution.

- 1) **Flexible spending account** (FSA) administered by the P&A Group
  1. Includes Town funding of \$500 annually for medical, dental, and vision expenses
  2. Possible further adult and child care funding by Town depending on insurance selections
  3. Pre-tax funding by employee is optional
  4. Can be used to pay for medical, dental, vision expenses or adult and child care costs
  
- 2) **Health Insurance** provided by BCBS NC with 2 plans to choose from
  1. Core Plan has \$1,500 individual deductible with an 80/20 cost share; \$25 primary care co-pay; \$50 specialist co-pay; \$10/\$45/\$60 Rx Tiers  
Monthly rates: Employee Only \$636.46  
Employee + Spouse \$1,555.39  
Employee + Children \$1,353.86  
Family \$2,399.15
  2. Value Plan has \$5,000 deductible with a 80/20 cost share; \$35 primary care co-pay; \$70 specialist co-pay; \$10/\$45/\$60 Rx Tiers  
Monthly rates: Employee Only \$486.35  
Employee + Spouse \$1,186.92  
Employee + Children \$1,031.09  
Family \$1,831.65
  
- 3) **Dental Insurance** through Delta Dental
  1. Diagnostic and preventive services covered at 100%
  2. Basic services covered at 80%
  3. Major services covered at 50%
  4. Monthly rates: Employee Only \$32.77  
Employee + Spouse \$67.03  
Employee + Children \$88.01  
Family \$134.83
  
- 4) **Vision Insurance** with VSP (Vision Service Providers)
  1. Optional additional vision coverage above BCBS benefit
  2. Includes \$10 co-pay and \$130 allowance toward glasses/contact lenses
  3. Monthly rates: Employee Only \$13.78  
Employee + Spouse \$22.04  
Employee + Children \$22.50  
Family \$36.28

**Insurance continued**

- 5) **Short-term Disability and Life, Accidental Death & Dismemberment** Insurance through Unum Provident where 100% of employee coverage paid by Town
- 6) **Additional Life, Accidental Death and Dismemberment** Insurance through Unum Provident available at employee cost by post-tax payroll deduction
- 7) **Retiree Health Insurance** available based on years of service with the Town: at 100% with 25 years of service; 75% with 22 years of service; 50% with 19 years of service; 25% with 15 years of service

**Other Benefits**

**Pay Increases**

- Annual performance evaluations are required with potential merit increase opportunities.
- Biennial salary studies ensure competitive salaries.

**Longevity**

Longevity pay is offered annually upon the completion of 5 years of service as a percentage of base salary:

- 2% after 5 years
- 3% after 10 years
- 4% after 15 years
- 5% after 20 years

**Education Tuition Reimbursement**

Employees wishing to further their educations to improve current job skills or in preparation for promotional opportunities may apply for tuition assistance. Funding is based on budget availability and varies annually.

**Leave Information**

- Holidays – 11 to 12 paid holidays each year
- Vacation Leave – The following hours are accrued each month based on years of service:

Completed Years of Service	Hours Accrued Per Month
Less than 2 years	6.66
2 to 5 years	8.00
6 to 10 years	10.00
11 to 15 years	12.00
16 to 20 years	14.00
More than 20 years	16.00

- Sick Leave – 96 hours of sick leave earned per year; unlimited transfer of accumulated sick leave hours
- Community Service Leave – 8 hours per year allowed for volunteer community/school work

**Pool Membership**

Free membership at the Knightdale Recreation Center Pool is provided for employees and immediate family members.

***Employee Assistance Program***

The Town provides an Employee Assistance Program (EAP) providing confidential counseling for employees and immediate family members free of charge. The program is administered entirely by a third party, BHS/Frank Horton Associates.

***Direct Deposit***

All Town employees receive direct deposit of payroll checks on a biweekly basis.

***NC Local Government Federal Credit Union Membership***

Town employees are eligible for banking at the LGFCU.