



**City of Athens Human Resources Department
BENEFITS OVERVIEW**

Benefit	City Provided		Eligibility
Vacation	1-10 years of service 120 hours (General Employees and CS Group A)* 180 hours (CS Group B)*		After 6 months (non-civil service) After 1 year (civil service)
Vacation	11-20 years of service 160 hours (General Employees and CS Group A)* 240 hours (CS Group B)*		
Vacation	21+ years of service 200 hours (General Employees and CS Group A)* 300 hours (CS Group B)*		
Sick Leave	Hours accrued per year 120 hours (General Employees and CS Group A)* 180 hours (CS Group B)*		After 6 months (non-civil service) After 1 year (civil service)
Sick Leave Incentive Pay	Pay for non-use of sick leave Up to 24 hours (General Employees and CS Group A)* Up to 36 hours (CS Group B)*		Must be employed for each 4 month period; paid annually
Holidays	12 paid holidays per year		As holidays occur
Longevity Pay	\$4 per month based on years of service with the city		After one year
Family Medical Leave	Use of accrued time with or without pay		After 12 months of service and 1250 hours worked in the preceding 12 months
Emergency Leave (including funeral leave)	Paid time per year in case of death or serious illness of Employee's immediate family 24 hours (General Employees and CS Group A)* 36 hours (CS Group B)*		After 6 months
Military Leave	In a 12-month period 120 hours (General Employees and CS Group A)* 180 hours (CS Group B)*		Immediately
	City Provided	Employee Required	
Retirement TMRS	2 to 1 city match of Employee investment	Invest 7% of income	First pay period
	City Provided	Employee Voluntary	
Health Insurance Blue Cross Blue Shield	100% paid for Employee Only	For Dependents	After 30 days, first day of next month
Dental Insurance United Health Care	100% paid for Employee Only	For Dependents	After 30 days, first day of next month
Life, AD&D and LTD Dearborn National	100% paid for Employee Only	Dependents not applicable; refer to voluntary life insurance below	After 30 days, first day of next month
Vision Insurance Davis Vision	Not applicable	For Employees and Dependents	After 30 days, first day of next month
	Employee Voluntary		
125 Cafeteria Plan AFLAC	Flexible spending account		After 30 days, first day of next month
Retirement - 457 Plans Mass Mutual & AXA	Deferred compensation supplemental retirement plan		After enrollment, next available pay period
Life Insurance Mutual of Omaha	Voluntary life insurance for Employees and Dependents		31 day waiting period, first day of next month
Supplemental Policies AFLAC	Supplemental policies including accident, critical care, cancer, short term disability, etc.		After 30 days, first day of next month
Employee Assistance Program (EAP)	Assistance to Employees and Dependents for personal or performance related issues and concerns		Immediately

*Civil Service (CS) fire fighters and police officers - (CS Group A work 2,080 hours/year and CS Group B work 2,724 hours/year)
Refer to City of Athens Personnel Policies and Plan Documents for details. Effective 1-1-2016 • Revised 3-22-2016