

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

EMPLOYEE BENEFITS

Regulation No:

2.17

Effective Date:

September 17, 2012

Supersedes: August 13, 2007

I. HEALTH INSURANCE

- A. Permanent, full-time and part-time employees are eligible to participate in the Town of Vienna's health insurance program. The Town's contribution to the premium costs for this coverage is calculated by taking 82.5% of the employee's individual premium cost and 54.5% of dependent premium cost. The remainder is paid by the employee through payroll deduction.
- B. Employee health insurance premium deductions are withheld from the 26 regular employee paydays of each calendar year.
- C. Employees who are on approved leave without pay status have the option of continuing their health insurance coverage during their absences from work. Employees must submit to the Town payment in the amount of their usual employee health insurance premium deduction by each pay date in which the payment would have been deducted had a paycheck been issued, except for when on FMLA. Employees on FMLA will be allowed to repay those contributions back to the Town at the conclusion of their family medical leave.
- D. Employees who separate from the Town's service will be covered under Vienna's insurance policy until the last day of the month in which the employee actually worked. Applicable health insurance premiums will be deducted from all checks issued to the employee up through separation. Employees may then elect to continue their health insurance coverage through COBRA.
- E. For new employees, health insurance coverage begins on the first day of month following the employees starting date. Upon the change of an employee's family status (i.e., marriage or birth of a child), that employee may change his/her type of coverage within thirty (30) days of the event.

II. RETIREMENT BENEFITS

- A. Virginia Retirement System (VRS): The Town of Vienna is approved as a covered employer by the Board of Trustees of the VRS. All full-time, permanent employees of the Town are required to enroll in the system and are thus entitled to receive all benefits offered by the plan.

All full time employees contribute 5% of their base annual salary. The Town's contribution varies and is actuarially determined by the VRS each biennium.

In order for the VRS pension plan contributions to be made each month by the Town on behalf of the employee, the individual must be in a paid leave status for at least 40 hours in each pay period. Employees who have less than 40 hours in a paid leave status have the option of paying both the employee and employer VRS contribution in order to eliminate any gaps in service.

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The Finance Director will notify an employee whenever this occurs and provide them with the amount to be paid along with a payment due date.

- B. Civilian Supplemental Retirement Plan (401(a)) In addition to VRS, the town provides a supplemental plan for all full time, civilian employees. After the first six months of employment, the Town of Vienna establishes for all new, full time, civilian employees a 401(a) account. The Town contributes 2% of an employee's base (annual) salary into this account. An employee can then elect to contribute money into this account as well on a pre-tax basis. For any employee contribution up to 2%, the Town will match it 100% up to 2%, making a total combined contribution of 6% possible.

It is important to note that this employee contribution election is irrevocable. Once a contribution is started, it must be maintained forever at that level. It can be increased over time, but due to IRS regulations, once the employee deduction itself is started, it cannot be discontinued.

There is an open season each year (in November and December) that allows for employees to begin or increase their personal 401(a) contributions. The plan document, on file in the Administrative Services Office, further explains all the details and requirements of the program.

- C. Police Personnel Local Retirement Plan: Police personnel jointly fund their retirement plan with the Town at a rate of 1.5% of gross annual base salary. The plan is designed to provide benefits for retired, sworn officers prior to their eligibility for State or Federal programs. This plan is mandatory for all sworn police personnel.
- D. Claiming Retirement Benefits: Retirement benefits are not automatically paid. The employee must file the appropriate forms requesting retirement benefits due him/her. The applicable form or forms are obtainable from the Administrative Services Office and should be executed ninety (90) days prior to the effective date of retirement. For more detailed and specific information on retirement benefits and procedures for obtaining them, employees are referred to the Administrative Services Office.

III. GROUP LIFE INSURANCE

- A. The Town of Vienna, through VRS, provides group life and accidental death and dismemberment insurance for all full-time, permanent employees at no cost to the employee. The policy carries a double indemnity clause for accidental death and provisions in the event of accidental dismemberment. Employees are covered for twice the amount of their annual salary, rounded to the next highest thousand. Life insurance coverage ceases thirty-one (31) days after a termination of employment.

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- B. Upon retirement, coverage begins to reduce on the January 1 following one calendar year of retirement. The reduction rate is 25 percent each January 1 until it reaches 25 percent of its value at retirement.
- C. Employees who are on leave without pay status have the option of continuing their life insurance coverage during their absence from work. Employees must submit to the Town payment in the amount of the monthly premium by the first of each month of that month's coverage period.
- D. Life insurance coverage for employees who leave the Town's service will continue until the end of separating month only if that individual has worked two pay periods in that month. If an employee leaves prior to working the first two pay periods of the month, life insurance coverage would have ceased on the last day of the previous month.

IV. WORKER'S COMPENSATION

- A. The Town provides workers compensation insurance for all employees that pays for approved medical and lost wages claims which resulted from an on-the-job injury, disability, or death.
- B. When providing medical treatment, the Town of Vienna utilizes a Panel of Physicians for all workers compensation cases. Employees must choose a panel doctor as their treating physician. If the employee does not receive treatment from a Panel Physician, Workers' Compensation benefits may be terminated.
- C. If an employee sustains a compensable work injury, the Town's Workers' Compensation Administrator will only be responsible for bills from the following:
 - 1. Panel Physicians;
 - 2. Authorized treating specialist or provider; and,
 - 3. An emergency facility in a true emergency
- D. Lost Wages Benefits - For the first seven (7) calendar days of the injury, the employee will be placed on injury leave. After the seventh calendar day, Worker's Compensation will pay the injured employee for every day he/she continues to remain off work.

During the time an employee is receiving Worker's Compensation wage benefits he/she will not receive Town pay. To prevent lapse in the employee's health insurance during this period, the Town will directly pay the employee's share of premiums for them. If the employee wishes the Town to pay the employee's share of other premiums during this period, they must contact Administrative Services in writing. Within 10 days of returning to work, a health insurance premium repayment schedule will be established. While on injury leave, an employee does not

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accrue annual or sick leave.

While temporarily unable to perform any work, an employee is entitled to 2/3 of his or her gross average weekly wage up to a maximum weekly limit set by the Commonwealth of Virginia. In the event that an injured employee's weekly salary is above the state mandated limit, the Town will supplement that amount. The Town will pay the employee the difference between 66 2/3% his/her weekly wage and the maximum limit.

V. CREDIT UNION

- A. The Town of Vienna is a participant in two Credit Unions: Northwest Federal Credit Union and the Fairfax County Federal Credit Union. Full and part-time, permanent employees of the Town of Vienna are eligible to become members. Savings and loan payments may be made through payroll deduction.

VI. EDUCATIONAL ASSISTANCE

A. High School Equivalency Diploma

The Town of Vienna will provide financial assistance to any permanent Town employee in good standing who wishes to complete an approved accredited high school diploma equivalency program. The following is available:

1. Tuition reimbursement for preparation courses in an amount not to exceed the current rate(s) charged by the Fairfax County Public Schools system.
2. Reimbursement for the cost of the exam(s) taken at an official testing center.

To be eligible for this program, the employee must file a request for participation to the Director of Administrative Services prior to beginning the educational program.

B. University Degree Programs

Subject to the following conditions, all full-time, permanent employees will be reimbursed for up to eighteen (18) semester hours completed per calendar year of college work (except as otherwise approved by the Town Manager) in an accredited college or university program.

1. Employees must earn a grade of "C" or better in order to be eligible for reimbursement.
2. Courses must be approved in advance by the Town Manager and the employee's department head.
3. Any work-related, college credit course could be eligible for the tuition reimbursement plan. An employee does not have to be enrolled in a degree program in order to participate in this

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program. Courses must be directly relevant to on-the-job activities and requirements.

4. Tuition will not be reimbursed if an employee is eligible for V.A. funds.
5. Tuition will be reimbursed in an amount not to exceed the current in-state rates charged by George Mason University.
6. Employees must retain their full-time employment status for a period of two (2) years after the receipt of tuition reimbursement. Should an employee leave before the two (2)-year period concludes, he/she must repay the tuition reimbursement payments made during the preceding two (2)-year period.

VII. DENTAL INSURANCE

- A. The Town of Vienna is a participant in a Group Dental Insurance Plan. Premium costs for this program are paid totally by the employee through payroll deduction. Membership in the plan is optional. Individuals may discontinue their participation in the program at any time by submitting a written request to do so to the Administrative Services Office.
- B. Employees who are on leave without pay status have the option of continuing their dental insurance coverage during their absence from work. Employees must submit to the Town payment in the amount of the monthly premium by the first of each month of that month's coverage period.

VIII. DEFERRED COMPENSATION

- A. The Town of Vienna has adopted and implemented an optional Deferred Compensation plan for all full-time, permanent employees. The purpose of this plan is to allow employees to postpone receipt of a portion of their salary and receive its value when they retire. The amount of earnings deferred is not subject to income tax until it is paid out.

Payments are automatically handled by the Finance Director.

IX. EMPLOYEE ASSISTANCE PROGRAM

The Town of Vienna recognizes that a wide range of external problems can affect an employee's job performance. Examples of such problems include substance abuse, marital or family problems, emotional instability, and financial or legal difficulties. These problems may adversely affect an employee's job performance.

In some instances, the employee can overcome such difficulties independently and the effect on job performance will be negligible. In some instances, normal supervisory assistance may serve either as motivation or guidance by which such problems can be resolved so the employee's job

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performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor supervisor have the desired effect on resolving the employee's problems and unsatisfactory performance persists over a period of time, either constantly or intermittently.

It is the purpose of the Employee Assistance Program to help an employee to overcome his/her problem and to restore that employee to full job efficiency. The program is designed to identify the problem at the earliest possible stage, motivate the employee to seek help, and to direct the employee to the appropriate assistance. Any permanent employee, his/her spouse and children, and retirees are eligible to use the Employee Assistance Program.

Vienna believes it is in the interest of the employee, the employee's family, and the Town to provide an employee service which deals with such persistent problems. For the Employee Assistance Program to be successful, the following must be carried out:

- A. Behavioral problems which affect work performance and attendance are legitimate concerns of management. Management recognizes that these behavioral problems can be successfully treated provided they are identified early and referral is made to the appropriate resource.
- B. Behavioral problems requiring assistance include, but are not limited to, substance abuse, marital or family distress, mental illness, and emotional, financial or legal problems.
- C. The purpose of the Employee Assistance Program is to assure employees that if such problems are the cause of unsatisfactory job performance they will receive an offer of assistance to help resolve such problems in an effective and confidential manner.
- D. No employee will have his or her job security or promotional opportunities jeopardized for participating in the program.
- E. Strict confidentiality of records is essential and will always be maintained.
- F. Employees are encouraged to use the Employee Assistance Program voluntarily when they need professional help or guidance.
- G. If an employee has not sought help independently and his/her job performance falls below acceptable standards, it shall be the responsibility of the supervisor to refer the employee to the Employee Assistance Program.
- H. As for any illness, accrued sick leave will be granted for the purpose of treatment or rehabilitation. Any expenses incurred in seeking assistance, beyond that which is covered by medical insurance, will be the responsibility of the employee.

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- I. It is the employee's responsibility to cooperate in the designated treatment or rehabilitation plan. After a reasonable opportunity for progress, discipline, up to and including job dismissal, may occur unless there is noticeable improvement in job performance.
- J. Since employee work performance can be affected by the problems of an employee's spouse or other dependents, the program is available to the families of our employees as well.
- K. Implementation of this policy will not require, or result in, any special regulations, privileges or exemptions from the standard administrative practices applicable to job performance.

X. RELOCATION EXPENSES

- A. At the discretion of the Town Manager and as part of the job offer, newly hired department heads may be reimbursed for relocation expenses. Individuals must be relocating from areas at least 100 miles from the Vienna Town Hall.
- B. Relocation expenses will be reimbursed up to \$3,000.
- C. In order to be eligible for the relocation reimbursement, at least three quotes from moving companies must be obtained.

XI. PAYMENT OF SICK LEAVE

- A. Upon their retirement, employees have the option of being paid up to 25% of their accumulated sick leave up to 1,040 hours. The remaining hours of sick leave will then be applied to their years of service calculation under the applicable Town sponsored pension plan.

XII. COMMERCIAL DRIVERS LICENSE TRAINING

- A. Permanent, full time employees may apply for participation in the Town's Commercial Drivers License Training Program. Contingent upon the availability of funds, an employee may be considered for enrollment in the program if it is determined to be related to the employee's work assignments and in the best interest of the Town.

Employees must retain their full time employment status with the Town for a period of two years upon completion of the program. Should an employee leave before the two-year period concludes, he/she must repay the Town for the costs related to commercial driver's license training program.

XIII. LEAVE WITHOUT PAY (LWOP) BENEFIT PRACTICES

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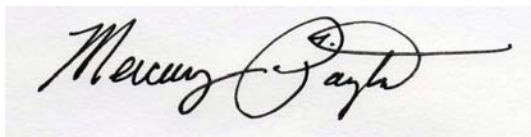
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- A. Except as specified above, employer contributions towards employee benefit premiums will be continued during the first month with LWOP so long as an employee has worked at least 40 hours during that month. After the first month of LWOP, in order to maintain coverage the employee must pay the full amount by the first of each month.

XIV. APPLICABLE DOCUMENTS

None

Signature of Town Manager:



Date:

9/17/2012