

Exempt Employee Benefits Overview
Part-Time Employees

Probation: Regular probation is six months for all new employees unless otherwise stated.

Compensation: Pay day is the last working day of the month. You may arrange for a draw of up to one-third of your gross monthly salary, payable on the 15th of each month. You may arrange for direct deposit at any of the local banks.

Medical, Dental and Vision Insurance: Beginning the first day of the month following employment, the City will pay 100% of the premium for the employee's medical, dental and vision insurance and 85% of the premiums for dependents. Insurance premiums for part-time employees are pro-rated based on a 40 hour work week.

Medical insurance is provided through Providence; dental insurance is provided through Advantage Dental; and vision is provided through Superior Vision.

You may pay for insurance premiums through a flexible spending account (Section 125) through BCI Group to pay pre-tax and may also use this program for pre-tax medical and/or child care expense reimbursement.

Group Life and Accident Insurance; Long Term Disability Insurance: UNUM Provident provides a \$10,000 Life and Accident Insurance policy for each employee at no cost to the employee. The City also pays for Long Term Disability through UNUM.

Supplemental life insurance may be purchased through UNUM at the employee's expense.

Retirement: City of The Dalles retirement plan is through Nationwide Insurance. The City contributes 7.5% and an additional 6% on the behalf of the employee, for a total of 13.5% of your regular or base salary, after one year of continuous service with the City.

Deferred Compensation: Employees may elect to establish a separate deferred compensation account through Symetra, by contacting Agent Dorothy Davison at 541-296-4200 or through Northwestern Mutual Life, by contacting Agent Mary Kirchoffer at 541-296-1966.

Sick Leave: Part time employees are credited with a pro-rated sick leave based on the full time benefit of 8 hours per month. For example, if an employee works 20 hours per week (½ time), they would be credited with four hours of sick leave per month.

Vacation: Part time employees receive pro-rated vacation based on full time benefit of 8 hours per month. For example, if an employee works 20 hours per week ($\frac{1}{2}$ time), they would be credited with four hours of vacation per month.

Holidays: Holidays observed by the City of The Dalles are: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas, and two personal holidays. Each holiday has a value of hours worked pro-rated based on a full time benefit of 8 hours. For example, if an employee works 20 hours per week ($\frac{1}{2}$ time), they would be credited with four hours for a holiday. For information regarding working on a holiday, please see the Exempt Employee Handbook.