



City of University Park, Texas  
Committed to Excellence



# Benefits Summary

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# Tuition

Tuition Reimbursement is available for active, full-time employees in good standing, who have been employed by the City of University Park for six continuous months. Reimbursement is based on the cost of tuition and mandatory fees at area state-supported universities. An employee is not limited to the number of hours for which he or she may be reimbursed. An employee who enrolls in a private university will be reimbursed at the same rate as an employee who enrolls in a state-supported university. Additional restrictions apply. Please refer to the policy for details.

# Vacation

The accumulation of vacation begins on the employee’s first week of work. Employees will be granted paid vacation according to this schedule:

Length of Service with City	Vacations Hrs./Yr.		Vacation Days/Yr.
	Non FF	FF	
up to 5 years	104	156	13
6-10 years	120	180	15
11-15 years	136	204	17
16-20 years	160	240	20
21 + years	176	264	22

\* An employee may not accumulate more than twice his/her vacation accrual; including vacation time earned for non-use of sick leave.

# Sick Leave

Sick Leave is accumulated at 1.85 hours for each full week of employment (12 days per year).

Sick leave for firefighters is accumulated at 2.59 hours for each week of employment. Accrual of sick leave is unlimited.

# Holidays

New Year’s Day, MLK Jr. Day, Memorial Day, July 4, Juneteenth, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and two personal holidays. Fire department shift personnel receive the same holidays except instead of two personal holidays, they will receive one personal holiday and 9/11 Remembrance Day. Employees also receive 2 personal holidays each calendar year.

# Uplift Volunteer Program

This program provides an opportunity for employees to volunteer as a group in the community during the normal work day.



# Jury Duty

All employees are entitled to leave with pay when they are called for jury duty. Supervisors may require documentation prior to authorizing full payment.

# Health Insurance

Full-time employees are provided group health coverage through BlueCross BlueShield. The City offers two types of medical insurance: BCBSTX health EPO plan and BCBSTX Health HDHP HSA plan. Employees are also eligible for the wellness incentive (\$50 discount) if they choose to complete an annual physical and health assessment. Rates below include the wellness incentive.

BCBSTX EPO

BCBSTX HDHP

COVERAGE TIER	CITY PAYS MONTHLY	EMPLOYEE PAYS MONTHLY	BI-WEEKLY DEDUCTION
<b>Employee Only</b>	\$1,203	\$54.37	\$27.19
<b>Employee + Spouse</b>	\$1,203	\$408.87	\$204.44
<b>Employee + Child(ren)</b>	\$1,203	\$331.16	\$165.58
<b>Employee + Family</b>	\$1,203	\$563.55	\$281.78

COVERAGE TIER	CITY PAYS MONTHLY	EMPLOYEE PAYS MONTHLY	BI-WEEKLY DEDUCTION
<b>Employee Only</b>	\$1,203	\$10.92	\$5.46
<b>Employee + Spouse</b>	\$1,203	\$301.20	\$150.60
<b>Employee + Child(ren)</b>	\$1,203	\$236.79	\$118.40
<b>Employee + Family</b>	\$1,203	\$434.39	\$217.20

# Dental

Full-time employees are eligible for dental coverage through UnitedHealthcare (UHC). UHC offers two types of dental coverage, Dental PPO or Dental HMO. The rates are per pay period, listed below:

## Dental

UHC DENTAL PPO PLAN			
COVERAGE TIER	CITY PAYS MONTHLY	EMPLOYEE PAYS MONTHLY	BI-WEEKLY DEDUCTION
<b>Employee Only</b>	\$8.62	\$32.85	\$16.43
<b>Employee + Spouse</b>	\$24.33	\$92.71	\$46.36
<b>Employee + Child(ren)</b>	\$15.74	\$59.97	\$29.99
<b>Employee + Family</b>	\$24.33	\$92.71	\$46.36

OR

UHC DENTAL HMO PLAN			
COVERAGE TIER	CITY PAYS MONTHLY	EMPLOYEE PAYS MONTHLY	BI-WEEKLY DEDUCTION
<b>Employee Only</b>	\$9.77	\$0.00	\$0.00
<b>Employee + Spouse</b>	\$27.93	\$0.00	\$0.00
<b>Employee + Child(ren)</b>	\$16.46	\$0.00	\$0.00
<b>Employee + Family</b>	\$27.93	\$0.00	\$0.00

# Vision

Full time employees are eligible for vision coverage through Superior Vision. The rates are per pay period, listed below:

SUPERIOR VISION PLAN		
COVERAGE TIER	EMPLOYEE PAYS MONTHLY	BI-WEEKLY DEDUCTION
<b>Employee Only</b>	\$5.64	\$2.82
<b>Employee + Spouse</b>	\$9.60	\$4.80
<b>Employee + Child(ren)</b>	\$10.18	\$5.09
<b>Employee + Family</b>	\$15.25	\$7.63

# Flexible Spending Accounts (FSA)



Flexible spending accounts allow employees who participate in the EPO Health Plan to make contributions from their paychecks on a pretax basis. There are two types of FSA's – the healthcare FSA and the dependent care FSA. The healthcare FSA is designed to help pay for eligible out-of-pocket expenses and dependent care FSA allows you to set aside pretax dollars to pay for dependent care costs.

## Health Saving Account (HSA)

The HSA is a personal savings account which can be used to pay for qualified out-of-pocket medical expenses with pretax dollars now or in the future for those who participate in the HDHP Health Plan. Unlike a flexible spending account there is no “use it or lose it” rule. The money in your account will automatically roll over yearly.

## Employee Assistance Program (EAP)

Provided through Alliance Work Partners, the Employee Assistance Program offers employees and their family members free access to licensed counselors. Through this coverage, employees and their families receive immediate support and guidance, as well as assessment and referrals for further services. Six counseling sessions are covered each year at no cost.

## Retirement Savings (457 Plan)

The City offers two types of retirement saving plans (Mission Square or Nationwide). The 457 deferred compensation plan allows you to save and invest money for retirement with pre-tax benefits. Contributions are made by the employee and the value of the account is based on the contributions made and the investment performance over time. A 457 plan is designed to supplement your retirement income. While a pension and or Social Security may go a long way, it is unlikely to be enough. Saving to your 457 plan can help you maintain your desired standard of living.

## Retirement

Full-time employees participate in the Texas Municipal Retirement System. Employees are required to contribute 7% of their paycheck to TMRS. The city matches the funds 2 to 1 upon retirement. Retirement eligibility is 10 years of service and age 60 or 20 years of service and any age. The vesting period is 10 years.

## Life Insurance

Full-time employees are provided, at no cost, basic life insurance in the amount of up to two times the annual base earnings to a maximum of \$400,000 and have the option to purchase group life insurance for your spouse and dependent children.

AD&D (Accidental Death & Dismemberment) insurance is provided as part of basic life coverage and provides specified benefits for a covered accidental bodily injury which causes dismemberment (Ex. The loss of a hand, foot or eye) or death due to an accident, in the amount of two times annual earnings (not to exceed \$400,000).





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## Voluntary Life Insurance/ AD&D

In addition to basic life insurance, employees may purchase voluntary life insurance and voluntary AD&D insurance for themselves and their family.

\* Please see City of University Park Administrative Orders and the benefits guide for more detail.