

## ***BENEFITS FOR CITY EMPLOYEES***

### **Retirement Benefits**

The City participates in a Defined Contribution Plan through the Oklahoma Municipal Retirement Fund (OMRF/VOYA). VOYA is the recordkeeper for your retirement plan. The City contributes 14% of your base pay to your defined contribution plan each pay period. You may choose from various funds in which to invest your money. You may also elect to make voluntary contributions to your retirement fund, in 5% increments (up to 25% of base pay). Contact the Payroll Office at ext. 1248 for more information.

You will not be vested in your Retirement account until you have been employed five (5) years, at which time you are 50% vested. This means if you leave City employment before five (5) years, you will not be eligible for any of the City's contributions. If you have elected voluntary contributions, you will always be entitled to those monies. At six (6) years of service you are 60% vested; seven (7) years - 70% vested; eight (8) years - 80% vested; and nine (9) years - 90% vested. You are fully vested with ten years of service, which means you are then entitled to 100% of your retirement account including city contributions.

### **Deferred Compensation**

The City provides another form of retirement savings through the Mass Mutual 457 plan. This option is available to all employees on a voluntary basis. Please note that the City does **not** make contributions to this plan. Our plan offers a pre-tax and post-tax option for your investments. This plan does not require a vesting schedule- it follows you wherever you may go. We strongly recommend participation in the plan to ensure that each of our employees is able to retire comfortably, however, this plan is not for everyone. There are only certain times this money can be withdrawn: retirement, resignation or termination, death, or an unforeseen hardship, which must be approved by a committee. Employees may sign up for Deferred Compensation any time. For further information, contact the Human Resources Department, ext. 1234.

### **Credit Union**

Oklahoma Federal Credit Union (formerly Midwest City Credit Union) is located at 2828 Parklawn Drive. You are immediately eligible for membership from your date of hire. OK Federal offers many services including savings accounts, share draft (checking) accounts, Money Market Checking, Share Certificates, IRA's, special accounts, Christmas Club accounts, signature loans, secured loans, mortgage loans, overdraft Line of Credit, ATM/Debit cards, Visa credit cards, and various other services. We also have home banking including bill pay and mobile deposit. For more information contact [www.okfcu.com](http://www.okfcu.com) (NetBranch). You will also have access to more than 1,000 ATMs in Oklahoma and 13 other states with no surcharge. For further information, call 732-5554.

Hours of operation are: Monday – Friday 7:45 am – 4:30 pm.

Branch Locations: Main Office – 517 N. E. 36<sup>th</sup>, OKC – 524-6467  
VA Med. Center – 921 N. E. 13<sup>th</sup>, GB-109, OKC – 456-3114  
Santa Fe – 2401 N.W. 23<sup>rd</sup>, Ste. 105, OKC – 943-9959  
Dell (restricted access) 3501 S. W. 15<sup>th</sup> Bldg.A, OKC -601-4393

### **Direct Deposit**

The City of Midwest City offers direct payroll deposit. You may choose up to five (5) institutions in which to have your paycheck disbursed. Contact the Payroll Office at ext. 1248 for further information.

### **Employee Assistance Program**

The City of Midwest City offers a confidential Employee Assistance Program administered by New Directions (sponsored by OMAG), to help employees and those in their household when a personal problem is escalating, and also to help supervisors when an employee's work performance is affected. The program is set up to help people with all types of personal problems; marital conflicts, drug addiction/alcoholism, financial difficulties, emotional problems, family conflicts, etc. The first six (6) sessions are free. For a confidential discussion of services available or to schedule an appointment, contact New Directions at (800) 624-5544 or online at ndbh.com and use Passcode: OMAG.

### **Casual Dress Days**

The City allows all employees, who are not required to wear a uniform, to dress casually each Friday. This will **include jeans but they must be worn with a City t-shirt, City sweatshirt or you may wear a nice shirt with the magnetic City seal or logo.** This attire is also allowed on days when the forecast temperatures will be below freezing (32degrees) all day (during business hours). You may have the shirt of your choice monogrammed for \$8-\$10 at Inspiration Logos, located on Midwest Blvd., approximately 1/4 mile south of 15<sup>th</sup> Street on the east side of the road OR you may purchase a magnetic City logo or City Seal to wear on your clothing. See Michelle Hodges in the Finance Department.

### **LEAVE BENEFITS**

#### **Vacation Leave**

You begin accruing vacation leave at the rate of 3.08 hours per pay period from your date of hire; however, you may not use your leave until you have completed six (6) months of employment. Your leave accrual will increase as follows:

0-12 months	3.08 hours (10.01 days)
13-59 months	4.2 hours (13.65 days)
60-119 months	5.1 hours (16.57 days)
120-179 months	6.0 hours (19.5 days)
180-239 months	7.0 hours (22.75 days)
240 months or more	7.85 hours (25.51 days)

Vacation Leave should be taken the year it is earned but may be carried from one year to the next not to exceed 216 hours. Employees will be allowed to sell back up to (24) twenty-four hours of vacation leave if their accrual bank is over the 216 hours maximum based on the last payday in November and is payable on the first payday in December. Any employee who terminates employment will be paid for the balance of their vacation leave.

### **Sick Leave**

You begin accruing sick leave at the rate of 3.7 hours per pay period from your date of hire; however, you may not use any sick leave until you have completed six (6) months of employment. The one exception to this is that Sick Leave can be used in the first (6) months for the employee's own personal illness if they provide a doctor's note. Sick leave accrual rates do not increase with years of service. Sick leave may be accumulated to a maximum of 960 hours. Any accumulated leave over the maximum will be paid at the rate of 1/2 days pay for each 8 hours annually on the first pay day in December. Upon separation, employees with at least 10 years of continued employment with the City shall be paid for accumulated sick leave hours at the rate of 1/2 days pay for each 8 hours.

### **Sick Leave Incentive Program**

Regular full-time employees who use sixteen (16) hours or fewer per fiscal year (July 1- June 30) shall receive incentive pay in the following manner:

0 hours sick leave used	\$900.00
8 hours or less sick leave used	\$500.00
16 hours or less sick leave used	\$300.00

Pay for sick leave incentive will be figured at the end of the fiscal year and shall be paid on the second payday in July.

### **Holidays**

City employees receive ten (10) holidays per year. Eight of the ten are designated (City Hall closed) and the other two (2) are optional (employee's choice). The designated holidays are as follows: **New Years Day** (Jan 1<sup>st</sup>), **Memorial Day** (last Mon. in May), **Independence Day** (July 4<sup>th</sup>), **Labor Day** (1<sup>st</sup> Mon. in Sept.), **Thanksgiving Day** (4<sup>th</sup> Thurs. in Nov.), **Day after Thanksgiving** (4<sup>th</sup> Fri. in Nov.), **Christmas Eve** (Dec. 24), and **Christmas Day** (Dec. 25<sup>th</sup>).

If you are hired after Jan. 15<sup>th</sup>, you will receive only the remaining designated holidays. The following calendar year, you will receive all ten (10) holidays. You may use your two optional holidays or be paid for them in December. If you are required to work on a holiday, you will be given a day off with pay on a date designated by your department head.

### **Other Leave**

There are various other types of leave available. They include emergency leave, civil leave, military leave, injury leave, training leave, family medical leave, leave of absence, blood donor leave, voting leave and temporary leave transfer program. For further information, consult the Personnel Policies and Procedures Manual in your department.

**April 2022**