

STAFF HANDBOOK POLICY REVISION

Item: To revise the staff handbook sections Section 8 Employee Benefits

Discussion:

1. Section 8 of the employee handbook addresses employee health, vision, dental and life insurance benefits and retirement.
2. Employees have a 90 day probationary period during which employment may be terminated.
3. Beginning employee benefits on the first day after 90 days of employment is more cost effective. This allows the town time to make sure the employee is going to remain employed with the town before paying for benefits.

Recommendation:

1. Town Council adopts the following revision to the Employee Handbook.

SECTION 8 – EMPLOYEE BENEFITS

8.1 Health, Dental and Vision Benefits

The Township provides a group health, dental, and vision plan for eligible full-time, regular employees and their eligible dependents. Full time, regular hourly employees become eligible for coverage on the first day of the month following 90 days of the date of hire. Full time, regular salary employees become eligible on the first day of the month following the date of hire. Details on this program can be found in the Summary Plan Description specific to this coverage. All questions regarding coverage, changes of status, etc. should be addressed with the Treasurer.

8.2 Life Insurance

The Township provides Life Insurance for eligible full-time, regular employees. Full-time, regular, hourly employees become eligible for coverage on the first day of the month following 90 days of the date of hire. Full time, regular salary employees become eligible on the first day of the month following the date of hire. Details on this program can be found in the Summary Plan Description specific to the coverage. Optional Life Insurance is available as well at the employee's cost. All questions regarding coverage, changes of status, etc. should be addressed with the Deputy Treasurer.

8.3 Retirement Savings Plan

Eligible full-time, regular, hourly employees may enroll in the Virginia Retirement System on the first day of the month following 90 days of the date of hire. Full time, regular salary employees become eligible on the first day of the month following the date of hire. Details on this plan can be found in the enrollment materials and Summary Plan Description. All questions regarding coverage, changes of status, etc. should be addressed with the Deputy Treasurer.