



City of Meridian
Standard Operating Procedures
Number 5.5

### Director Benefits Program

**Purpose:**

To set forth the City's procedures outlining additional benefits for the department directors of the City.

**Procedures and Related Information:**

- I. The department directors shall receive the following benefits in addition to the other City benefits provided:
  - A. No introductory period of employment;
  - B. Annual Leave accrual at 18 hours per month with a maximum accrual of 432 hours;
  - C. ~~Ability to convert up to ½ of accrued vacation leave annually (maximum annual conversion amount is 100 hours) and direct it to a City deferred compensation plan (All IRS regulations must be adhered to);~~ Ability to convert accrued vacation leave annually per City Policy 5.7 Vacation Leave Accrual Rollover Program;
  - D. Upon beginning of employment, the director will receive a bank of 40 hours of sick leave and 16 hours of annual leave;
  - E. The City will pay for an additional \$80,000 in life insurance coverage above and beyond the City provided coverage;
  - F. If necessary, the City will provide up to the 21 days of paid coverage to qualify for Short Term Disability program (STD). Directors own available leave must be applied first;
  - G. If necessary, the City will provide "make-up" pay between STD and the director's salary for up to 90 days or until Long Term Disability (LTD) becomes available. Director's own available leave must be applied first;
  - H. If necessary, the City will provide "make-up" pay between LTD and the director's salary for up to 90 days. Director's own available leave must be applied first.
- II. In areas where director benefits exceed regular employee benefits, directors shall receive the greater benefit.