

For all employees "hours worked" are actual hours an employee is required to be on the employer's premises or at some other assigned workplace and all time during which the employee is permitted to work. Hours worked does not include paid vacation, sick or holiday time.

ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment and to discourage any unnecessary hardship, employees are expected to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the Town. In instances where employees cannot avoid being late or unable to work as scheduled, they should notify their supervisor at least an hour prior to their work shift for absence and at least fifteen minutes prior to shift if lateness is unforeseen. The employee shall communicate by whatever method is most preferred by their Supervisor which should include one of the following; speaking directly to supervisor (most preferred), voicemail, email and/or text message. If an employee does not speak directly to their Supervisor it is still their responsibility to ensure the Supervisor has received the message.

All Department Heads should monitor their employees' time by reviewing weekly timesheets and attendance reports. Department Heads should pay special attention to excessive unscheduled absences and/or absenteeism patterns. Excessive absences and lateness may result in disciplinary action up to and including termination.

All employees must track their own time using the Weekly Time Sheet, which is available in the Human Resources or Finance Departments or the online timekeeping system. All timesheets must be approved by their Supervisor prior to submitting it to the Finance Department for processing.

EMPLOYEE BENEFITS

Employer Sponsored Benefits for Current Employees and Their Eligible Family Members

All full-time and part-time current employees working at least 30 hours a week are eligible for all group health benefits as applicable to the respective plans. For more comprehensive information on the various plans offered, please see the Human Resources Department for more details, including but not limited to any medical plan benefits including vision and prescription subject to deductibles, health reimbursement accounts, health savings accounts, life insurance, death benefits, short term disability, long term disability and supplemental coverage insurance through outside vendors, as available, and if the employee elects to pay all premiums through payroll deductions.

The Town pays the entire premium for benefit plans for its current employees with the exception of the Medigap coverage.

Because of the complexity of the Town's Health and Welfare Benefits separate summary plan descriptions describe each benefit in detail.

All employees who elect to cover dependents in the medical and dental plans will have premiums deducted from their weekly paychecks. Only those employees who are grandfathered in and covered by the health benefits plan prior to May 15, 1990 will have their family coverage paid by the Town.

The employee handbook gives an overview of the plans and explains who is eligible based upon employee status and hours worked. Please understand that this general explanation is not intended to provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official documents. Your rights can only be determined by referring to the full text of the official plan documents, which are available for examination in the Human Resources Department. To the extent that any information in this handbook is inconsistent with the official plan documents, the provisions in the official document will govern in all cases. The Town also reserves the right to change, terminate or add benefit plans as needed without notice to employees as applicable by law.

Employer Sponsored Benefits for Retired Employees with 25 or More Years of Service

Any employee with continuous service of 25 years or more with the Town of Pineville who is retiring from the North Carolina Retirement System, will be eligible for the Town to pay the full cost of medical coverage available pursuant to the summary plan descriptions available to retirees until they reach the age of 65 and/or eligible for Medicare. Upon reaching the age of 65 and becoming Medicare eligible, retirees are no longer eligible to participate in the employer sponsored group Major Medical Health plan. However, the Town agrees to sponsor Medigap on behalf of the retirees. What was once known as Medicare Supplement, Medigap covers some deductibles, co-insurance, co-insurance payments and other costs not covered by Medicare Parts A & B. Medicare A & B is the original Medicare. It is the responsibility of the retiree to obtain Medigap on their own. In order for the Town to cover the cost of the plan, there are two options. The retiree may provide adequate documentation of premium payments for reimbursement. Or, the retiree may have premium invoices sent directly to the Town for payment.

Beginning July 1, 2019, retirees are not eligible for any health reimbursement account benefits.

The Town will not cover the cost of any medical coverage for retirees' spouses or other family members.

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Continuation Coverage Rights for Cobra

The Town of Pineville is in full compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). As required by law, the Town will provide all eligible employees and their dependents an initial Cobra Notification explaining their rights under the Act. For additional information on Continuation of Cobra Rights employees may contact the Human Resources Department for full disclosure.

HIPAA Notification Rights

The Town of Pineville is in full compliance with the Health Insurance Portability and Accountability Act (HIPAA). If you would like information on your rights you can contact the Human Resources Department for full disclosure.

RETIREMENT

All regular employees whose duties require at least 1,000 hours of service a year are required to become contributing members of the Local Governmental Employees' Retirement System, as a condition of employment on the date of hire. An employee must contribute 6% of their annual covered salary to fund future retirement benefits. The Town is required to contribute at an actuarial determined rate to fund future retirement benefits for its employees. The rate of contribution by the Town for both general employees and law enforcement employees is determined by the N.C. Department of State Treasurer Office and is subject to change by the State of North Carolina.

An employee becomes vested in the Retirement System once he or she has completed a minimum of five years of creditable service.

Employees who become vested are entitled to retirement benefits regardless of whether they are still employed with the Town at retirement age provided the employee does not withdraw his or her contribution. An employee's retirement benefits are calculated based on age, service requirements, an actuarial formula and retiree benefit payment options.

A general employee may retire without reduced benefits after:

- reaching age 65 and has at least 5 years of creditable service,
- employee is at least 60 years of age and has 25 years or more years of creditable service, or
- the employee has completed 30 years of creditable service, regardless of age

A general employee may retire with reduced benefits after:

- the employee has reached age 60 and has at least five years of creditable service, or
- reaches age 50 and has at least 20 years of creditable service

A law enforcement officer may retire without reduced benefits after:

- after reaching age 55 if he or she has at least 5 years of creditable service as a law enforcement officer, or
- completes 30 years of creditable service as a law enforcement officer, regardless of age