

computed on the basis of the last salary plus any salary increase to which the employee would have been entitled based upon performance and other compensation policies.

During the disability covered by Workers Compensation benefits, an employee continues to earn annual leave, sick leave, and will retain all accumulated sick or annual leave.

Employees may use compensatory time off, sick leave and/or vacation leave both during the waiting period before Workers' compensation benefits begin, and afterward to supplement the remaining one-third of salary, except that employee may not exceed the regular salary amount using this provision.

Unemployment Compensation

Town employees who are separated due to a reduction in force or released from Town service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

Employee Assistance Program

All employees of the Town of Southern Shores and their spouse and children are encouraged to use the Vidant Employee Assistance Program. The services provided by the EAP are confidential and free for the first 6 visits. The EAP offers confidential counseling with a licensed behavioral health professional near your place of employment. To schedule an appointment employees may call 252-847-4357 or 877-843-7207. For more information about the Employee Assistance Program employees may also contact the Human Resources Department.

Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses up to a total of one thousand dollars (\$1,000) per fiscal year. Satisfactory completion of the courses will be required for reimbursement Requests for tuition assistance shall be submitted to the Department Head prior to course registration. These requests are subject to the review and approval of Town Manager. These requests are also subject to the availability of funds.

Longevity Pay

Employees shall receive longevity pay in the payroll following his/her anniversary date that reflects years of service. Employees shall receive longevity pay according to the following schedule:

<u>Years of Service</u>	<u>Longevity Amount</u>
0 - 4	\$ 0
5-9	500-1,000
10-14	1000-2,000
15-19	1500-3,000
20-24	2000-4,000
25 or more	2500-5,000