



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 09/01/98

|                       |                                    |
|-----------------------|------------------------------------|
| SECTION<br><b>700</b> | SUBJECT<br><b>BENEFITS SUMMARY</b> |
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The following is a listing of benefits offered by the City. Employee eligibility depends upon employee status. Individual policies may also specify minimum time periods before the employee is eligible.

| <u>PAM SECTION</u> | <u>BENEFIT</u>  | <u>REGULAR FULL-TIME</u> | <u>REGULAR PART-TIME</u> | <u>TEMPORARY</u> |
|--------------------|---|--------------------------|--------------------------|------------------|
| 701                | Paid Personal Leave for Regular Full-time Employees (PPL) | Yes                      | N/A                      | No               |
| 702                | Paid Medical Leave (PML)                                  | Yes                      | No                       | No               |
| 703                | Family Medical Leave Act (FMLA)                           | Yes                      | Yes*                     | **               |
| 704                | Unpaid Leaves of Absence                                  | Yes                      | **                       | **               |
| 705                | Paid Jury Duty/Civil Leave                                | Yes                      | No                       | No               |
| 706                | Paid Holidays   | Yes                      | No                       | No               |
| 707                | Paid Military Leave                                       | Yes                      | Yes                      | Yes              |
| 708                | Tuition Reimbursement                                     | Yes                      | No                       | No               |
| 709                | Paid Funeral Leave  | Yes                      | No                       | No               |
| 710                | Paid Personal Leave for Regular Part-time Employees (PPL) | N/A                      | Yes <sup>1</sup>         |                  |
| 712                | Retirement  | Yes                      | No                       | No               |
| 713                | Additional Benefits                                       |                          |                          |                  |
|                    | • Group Insurance Programs                                | Yes                      | No                       | No               |
|                    | • Pre-Tax Accounts  | Yes                      | No                       | No               |
|                    | • Deferred Compensation Plan                              | Yes                      | Yes                      | Yes              |
|                    | • Savings Bonds   | Yes                      | Yes                      | Yes              |
|                    | • Credit Union  | Yes                      | Yes                      | Yes              |
| 714                | Employee Assistance Program                               | Yes                      | Yes                      | No               |

<sup>1</sup> Eligible after 12 months in a qualifying schedule

\* If covered by FMLA or if paid personal leave is available

\*\* If covered by FMLA

Benefits are stated for employees of the City of Newport News as defined by the City Code or City Council designation. Employees of agencies for whom the City serves as fiscal agent may have different benefits and benefits policies.

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| AMENDS/SUPERSEDES<br>700, 6/1/97 | REFERENCES | APPROVAL:<br> |
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