



**CITY OF MANDAN
2020 BENEFITS OVERVIEW**

See plan documents for details and eligibility requirements.

PAY PERIODS - Bi-weekly every other Friday.

Annual Leave Accrual Schedule (for regular full-time positions)

1-3 years	4.31 hours per pay period
4-7 years	5.23 hours per pay period
8-12 years	6.15 hours per pay period
13-18 years	7.08 hours per pay period
19-24 years	8 hours per pay period
25 years and over	8.92 hours per pay period

*Annual Leave maximum carry over amount of 240 hours per year; based on anniversary date of hire.

SICK LEAVE – Accrual of 3.69 hours per pay period. 960-hour maximum accrual. Up to 40 hours per calendar year of sick leave may be utilized for illness of a family member. Sick leave for family members is deducted from your sick leave balance.

FUNERAL LEAVE: Six days (48 hours) per year may be used for funeral leave as designated in the personnel policy. Balances are not carried over at year-end.

LIFE INSURANCE - City Paid. Term \$25,000 and \$25,000 AD/D policy. Voluntary Life is available for eligible employees to purchase.

LONG TERM DISABILITY – City Paid. 180-day elimination period. 66.66% benefit with \$6,000.00 monthly max.

HEALTH INSURANCE (Deduction made the 2nd paycheck of the month)(Pending plan eligibility)

Years of Service	Single Plan	Family Plan	
0 to < 1 year	City pays 100%	City pays Single Policy (\$733.68)	Employee pays \$1,039.92
1 to < 2 years	City pays 100%	City pays Single + 10%	Employee pays \$935.93
2 to < 3 years	City pays 100%	City pays Single + 20%	Employee pays \$831.94
3 to < 4 years	City pays 100%	City pays Single + 30%	Employee pays \$727.94
4 to < 5 years	City pays 100%	City pays Single + 40%	Employee pays \$623.95
5 to < 6 years	City pays 100%	City pays Single + 60%	Employee pays \$415.97
6 to < 7 years	City pays 100%	City pays Single + 80%	Employee pays \$207.98
7 years or more	City pays 100%	City pays 100% (\$1,773.60)	

*Effective March 1, 2018, sworn police officers are eligible for 100% city-paid family health insurance.

DENTAL - Employee Paid. (Deduction made the 1st paycheck of the month)

Elite Plan	Employee - \$34.40	Employee +1 - \$64.88	Employee + Family \$108.12
Premier Plan	Employee - \$36.52	Employee +1 - \$69.32	Employee + Family \$109.13

VISION – Employee Paid. (Deduction made the 1st paycheck of the month)

Employee - \$6.08	Employee + 1 - \$10.64	Employee + Family - \$15.79
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CIVILIAN EMPLOYEE RETIREMENT PLAN – Eligible employees may receive an 8% contribution from the city when the employee defers 2%. The retirement plan is administered by CUNA Mutual and consists of two Accounts: Employee Retirement Trust & Deferred Comp. Access to retirement accounts is available at www.benefitysforyou.com. When prompted for plan number, enter 701318 or 701319.

INVESTMENT ADVISORS – Employees eligible for the retirement plan through CUNA Mutual, may contact the advisors below can help establish your personal investment objectives, at no charge to the employee.

Contact: Dave Fitterer – Phone: 701-663-1121 | Email: dave.fitterer@edwardjones.com
Troy Nelson – Phone: 701-255-1196 | Email: troy.nelson@edwardjones.com

PUBLIC SAFETY EMPLOYEE RETIREMENT PLAN – For Eligible Career Firefighters and Sworn Police Officers - The Mandan Fire Department and Mandan Police Department participate in the North Dakota PERS Public Safety Retirement Plan. It is a defined benefit plan. Complete details can be found at <https://ndpers.nd.gov/active-members/retirement-plans/public-safety/>.

***Eligible Sworn Police Officers and Career Firefighters, who waived NDPERS Public Safety Retirement Plan upon initial enrollment, may remain with CUNA Mutual.** They are eligible to receive a 10% contribution from the city when the Sworn Police officer or Career Firefighter defers 4%. This benefit is not available to employees hired after July 1, 2018.

RETIREMENT SICK LEAVE BENEFIT- Eligible employees age 62-64 receive 1/3 of accumulated sick leave. Maximum payout is 60 days or 480 hours. Employees 65 or older receive 100% of accumulated sick leave. Maximum payout is 60 days or 480 hours. Benefit is not available to employees hired after January 1, 2015.

HOLIDAYS

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Eve
 - Four hours when applicable
- Christmas Day

*With the exception of Christmas Eve - When any of the above cited holidays falls on a Saturday, the preceding Friday shall be observed as the holiday. When any of the above cited holidays falls on a Sunday, the following Monday shall be observed as the holiday.

EMPLOYEE ASSISTANCE PROGRAM (EAP) – City Paid. Provided by CHI/ST. ALEXIUS. Confidential assessment/counseling/referral service staff by trained professionals who help employees and immediate family evaluate problems and take positive action to resolve them. Call (701) 530-7195 or (800) 327-7195 to schedule an appointment.

FLEXIBLE SPENDING ACCOUNT – Administered by Discovery Benefits. Six-month waiting period for enrollment. Employees may elect to pretax \$2,700 per year for personal medical spending and \$5,000 per year for personal daycare expenses.

AFLAC – Employee Paid. – Contact Agent Julie Behrens for more information or to enroll. Office: 701-751-0303 | Cell: 701-391-1401 | E-mail: julie_behrens@us.aflac.com

HR CONTACT – Brittany Cullen, HR Director – Phone: 701-667-3217 | Email brittany.cullen@cityofmandan.com

FORMS & INFORMATION - City of Mandan website: www.cityofmandan.com under City Departments → Human Resources.