



**CITY OF MANDAN
2024 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 with 40 hours/week)

Initial	4.31 hours per pay period
After 3 years	5.23 hours per pay period
After 7 years	6.15 hours per pay period
After 12 years	7.08 hours per pay period
After 18 years	8.00 hours per pay period
After 24 years	8.92 hours per pay period

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

SICK LEAVE – Accrual of 3.69 hours per pay period for regular full-time positions with 40 hours/week. Maximum accrual of 960 hours. Up to 80 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 Mandan Code of Ordinances (MCO) Chapter 20. Balances are not carried over at year-end.

HEALTH INSURANCE (Pending plan eligibility)

Years of Employment	NDPHIT Single Effective 1/1/2024		NDPHIT EE+C Effective 1/1/2024		NDPHIT EE+SP Effective 1/1/2024		NDPHIT Family Effective 1/1/2024	
	Employee	Employer	Employee	Employer	Employee	Employer	Employee	Employer
0 to less than 1 year (Single Policy +50%)	\$ -	\$ 1,126.77	\$ 387.10	\$ 1,513.87	\$ 473.24	\$ 1,600.02	\$ 578.65	\$ 1,706.00
1 to less than 2 years (Single Policy + 60%)	\$ -	\$ 1,126.77	\$ 309.68	\$ 1,591.29	\$ 378.60	\$ 1,694.66	\$ 463.15	\$ 1,821.50
2 to less than 3 years (Single Policy + 70%)	\$ -	\$ 1,126.77	\$ 232.26	\$ 1,668.71	\$ 283.95	\$ 1,789.31	\$ 347.36	\$ 1,937.29
3 to less than 4 years (Single Policy + 80%)	\$ -	\$ 1,126.77	\$ 154.84	\$ 1,746.13	\$ 189.30	\$ 1,883.96	\$ 231.58	\$ 2,053.07
4 to less than 5 years (Single Policy + 90%)	\$ -	\$ 1,126.77	\$ 77.42	\$ 1,823.55	\$ 94.65	\$ 1,978.61	\$ 115.79	\$ 2,168.86
5 years or more (100% of Single, EE+DEP, EE+SP, or Family Policy)	\$ -	\$ 1,126.77	\$ -	\$ 1,900.97	\$ -	\$ 2,073.26	\$ -	\$ 2,284.65

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

DENTAL - Employee Paid.

Elite Plan	Employee - \$36.12	Employee +1 - \$68.12	Employee + Family \$113.53
Premier Plan	Employee - \$41.80	Employee +1 - \$79.34	Employee + Family \$124.90

VISION – Employee Paid.

Employee - \$8.83	Employee + 1 - \$15.65	Employee + Family - \$23.39
-------------------	------------------------	-----------------------------

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.benefitsforyou.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: Vanessa Martell – Phone: 701-663-9200 | Email: vanessa.martell@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.

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.

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 Wex, Inc. Six-month waiting period for new hire enrollment. Medical spending and/or Dependent Care available.

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 CONTACTS – Jonathan Mathisen, Payroll & Benefits Specialist – Phone: 701-667-3212 | Email: jonathan.mathisen@cityofmandan.com –or– **Brittany Cullen, HR Director** – Phone: 701-667-3217 | Email brittany.cullen@cityofmandan.com