



## **Employee Benefits**

**Probationary Period:** New employees begin their tenure with the City Waycross as probationary employees. The duration of the probationary period is six (6) months. During this time, the employee needs to demonstrate an acceptable level of competence to be recommended for further employment.

**Payroll:** Employees are paid on a bi-weekly basis. An active checking or savings account is required by all new employees for direct deposit purposes.

**Sick Leave:** Sick leave is a benefit provided to eligible employees who are unable to perform the duties of their positions because of personal illness. Probationary employees may accrue sick leave but shall not be permitted to use sick leave during the first three months of the probationary period.

**Annual Leave:** Annual Leave (Vacation) is a paid benefit for regular status employees to be used for vacations or any purpose the employee chooses. Probationary employees are not eligible to take paid leave during the first six (6) months of employment. Full-time employees accrue 40 hours of annual leave for the first two years of employment; 80 hours per year for three to ten years of employment; 120 hours per year for eleven to twenty years of employment; and 160 hours per year for beyond 21 years of employment.

### **Paid Holidays:**

#### **HOLIDAY**

New Year's Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving & day after  
Christmas Day  
"Floating Holiday"

**Employee Assistance Program (EAP):** Counseling for personal and family problems including alcohol and/or substance abuse is available to regular full-time employees and members of their immediate family as defined by policy. This program is confidential and information is not provided to anyone without specific written authorization by the employee. The City pays the cost of the first three visits.

**Employee Retirement Benefits:** A great benefit of working with the City of Waycross is the ability to participate in the Georgia Municipal Employees Benefit System, Georgia Firefighters' Pension Fund, or Georgia Peace Officers' Annuity and Benefit Fund of Georgia. These plans are all defined benefit pension plans. The City of Waycross provides a Defined Benefit Plan for all eligible employees. Benefits are based on earnings, years of service and age at retirement. Employees are eligible for benefits upon the completion of ten (10) years of total credit service. Normal retirement age is 65; however, employees with thirty years of service at age of sixty may receive immediate reduced benefits. Employees are also offered an Alternative Rule of 85/90. The employees' combined total credited service and age must equal or exceed this number. Alternative Rule of 85 is for Public Safety (Firefighters and Police Officers) and Rule of 90 is for regular employees.

**Medical Benefits:** Coverage begins 30 days after the date of full-time employment.

**Premium Costs:**

Coverage	Medical	Dental	Combined Cost For Medical & Dental
Employee Only	\$38	\$12.00	\$50.00
Employee +1	\$87	\$20.00	\$107.00
Family Coverage	\$131	\$30.00	\$161.00

**Vision Plan:**

Coverage	Vision
Employee Only	\$3.36
Employee + Children	\$6.09
Employee + Spouse	\$6.68
Family Coverage	\$9.42

**Basic Life Insurance:** Basic life insurance is furnished by the City of Waycross for regular full-time employees. Employees are covered 30 days after date of full-time employment.

**Voluntary Benefits:** Voluntary Benefits are available and paid by the employee.

- Long & Short-Term Disability
- Deferred Compensation
- Voluntary Life Insurance and Dependent Life
- Critical Illness
- Accident Insurance
- Cancer Insurance