

EMPLOYEE BENEFITS – EFFECTIVE JANUARY 1, 2025

Not all employees are eligible for all benefits. Contact the Personnel Department for eligibility information.

BENEFIT	WHAT DOES IT MEAN TO YOU?	WHO PAYS FOR IT?	WHEN ARE YOU ELIGIBLE?	WHOM DO YOU CONTACT?
BONUS VACATION LEAVE	YOU MAY RECEIVE 24 TO 32 BONUS VACATION LEAVE HOURS BASED ON NON-USE OF YOUR SICK LEAVE AND A MINIMUM BALANCE OF 96.0 HOURS. YOU MAY ELECT TO BE PAID YOUR BONUS VACATION HOURS BY SO INDICATING ON YOUR TIMECARD FOR THE PAY PERIOD YOU BECOME ELIGIBLE FOR THE BONUS.	THE CITY.	ELIGIBLE TO RECEIVE BONUS VACATION HOURS EACH YEAR YOU COMPLETE ONE (1) YEAR OF SERVICE WITHOUT USING ANY SICK LEAVE AND HAVE MINIMUM OF 96 HRS.	YOUR SUPERVISOR AND/OR DEPARTMENT PAYROLL CLERK. PERSONNEL DEPARTMENT FOR QUESTIONS ABOUT RULES.
CAFETERIA PLAN	A VOLUNTARY PAYROLL PROGRAM ALLOWING YOU TO EXEMPT A PORTION OF YOUR INCOME FROM FEDERAL, STATE & SOCIAL SECURITY TAXES THROUGH A MEDICAL EXPENSE REIMBURSEMENT ACCOUNT (MEP), AND/OR A DEPENDENT CARE REIMBURSEMENT ACCOUNT (CCEP).	YOU MAY ELECT TO PLACE UP TO THE LIMIT (AS DEFINED BY IRS.COM) IN A MEP &/OR \$5,000 IN A CCEP THROUGH PAYROLL DEDUCTIONS	OPEN ENROLLMENT IS IN OCTOBER OF EACH YEAR.	ENROLL DURING OPEN ENROLLMENT.
CREDIT UNION	BASIC SERVICE INCLUDES PAYROLL DEDUCTION FOR SAVINGS AND LOANS	YOU PAY DEPENDING UPON THE TRANSACTION.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	AVADIAN CREDIT UNION 1900 WEST MAIN STREET AND/OR FIVE STAR CREDIT UNION,
DEFERRED COMPENSATION PLAN – RSA-1	A VOLUNTARY INDIVIDUAL RETIREMENT PROGRAM (SECTION 457 PLAN) FOR GOVERNMENT EMPLOYEES THAT ALLOWS YOU TO DEFER RECEIPT OF A PORTION OF YOUR INCOME AND DEFER PAYING FEDERAL AND STATE INCOME TAX ON THAT PORTION.	CONTACT PERSONNEL FOR CURRENT ANNUAL LIMITS. (SEE APPROPRIATE PLAN DOCUMENT FOR ADDITIONAL INFORMATION).	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	PERSONNEL DEPARTMENT
DERF	THE DOTHAN EMPLOYEE RELIEF FUND OFFERS AID AND/OR FINANCIAL ASSISTANCE TO ACTIVE EMPLOYEES REGARDLESS OF WHETHER OR NOT THEY CONTRIBUTE	VOLUNTARY CITY EMPLOYEE DONATIONS THROUGH PAYROLL DEDUCTION AND FUND-RAISING ACTIVITIES.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	YOUR DEPARTMENT REPRESENTATIVE.
DIRECT DEPOSIT	EMPLOYEES WILL HAVE THEIR PAYROLL CHECK DEPOSITED DIRECTLY INTO THEIR CHECKING ACCOUNT.	N/A	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	PERSONNEL DEPARTMENT
DISCOUNT WATER WORLD TICKETS	YOU MAY PURCHASE DISCOUNTED WATER WORLD TICKETS FOR YOU, YOUR SPOUSE, AND YOUR CHILDREN.	THE CITY PAYS A PORTION OF THE TICKET PRICE AND YOU PAY THE REMAINDER.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	LEISURE SERVICES
EMPLOYEE ASSISTANCE PROGRAM	A PROGRAM TO HELP EMPLOYEES RESOLVE PERSONAL AND WORK-RELATED PROBLEMS, INCLUDING COUNSELING SESSIONS, LEGAL CONSULT AND FINANCIAL CONSULT.	THE CITY.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	SPECTRACARE HEALTH SYSTEMS 1-800-951-HELP
EMPLOYEE HEALTH CLINIC	INDUSTRIAL NURSE ON DUTY FOR WORK RELATED INJURIES AND MINOR ILLNESSES.	THE CITY.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	EMPLOYEE HEALTH CLINIC
EMPLOYEE PHYSICAL FITNESS PROGRAM	A PROGRAM STRESSING HEALTH AND FITNESS FOR CITY EMPLOYEES. YOU HAVE FREE USE OF THE WHIRLPOOL, INDOOR POOL, AND PHYSICAL FITNESS ROOM FACILITIES AND EQUIPMENT AT WESTGATE RECREATION CENTER AND WALTON PARK TO PURSUE AN INDIVIDUALIZED FITNESS PROGRAM.	THE CITY.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT AND UPON OBTAINING AN EMPLOYEE I.D. CARD.	LEISURE SERVICES

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GROUP DENTAL INSURANCE	BASIC DENTAL BENEFITS UP TO 80% OF COVERED EXPENSES. EMPLOYEE ONLY OR FAMILY COVERAGE AVAILABLE.	EMPLOYEE PAYS \$26/MONTH FOR EMPLOYEE ONLY COVERAGE OR \$60/MONTH FOR FAMILY COVERAGE.	COVERAGE IS EFFECTIVE IMMEDIATELY UPON EMPLOYMENT; HOWEVER, OPEN ENROLLMENT IS IN OCTOBER OF EACH YEAR. THE GROUP HEALTH CARE PLAN BOOKLET SHOULD BE CONSULTED CONCERNING INSURANCE COVERAGE FOR YOUR DEPENDENTS.	PERSONNEL DEPARTMENT
GROUP LIFE INSURANCE	YOU HAVE LIFE INSURANCE WITH A DOUBLE INDEMNITY CLAUSE FOR ACCIDENTAL DEATH AND DISMEMBERMENT. \$10,000 FOR NON-EXEMPT EMPLOYEES AND \$25,000 FOR EXEMPT EMPLOYEES.	THE CITY.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT
GROUP MEDICAL INSURANCE	COMPREHENSIVE MAJOR MEDICAL BENEFITS FOR THE CARE OF INJURY, ILLNESS AND MATERNITY. \$35 COPAY FOR PRIMARY CARE PHYSICIANS; \$50 COPAY FOR SPECIALISTS. BENEFITS UP TO 80% OF COVERED EXPENSES. \$1,000 DEDUCTIBLE. DEPENDENT COVERAGE AVAILABLE.	EMPLOYEE PAYS \$72/MONTH FOR EMPLOYEE ONLY COVERAGE. DEPENDENT COVERAGE AVAILABLE AT AN ADDITIONAL COST. (EFFECTIVE JANUARY 1, 2018)	COVERAGE IS EFFECTIVE IMMEDIATELY UPON EMPLOYMENT; HOWEVER, OPEN ENROLLMENT IS IN OCTOBER OF EACH YEAR. THE GROUP HEALTH CARE PLAN BOOKLET SHOULD BE CONSULTED CONCERNING INSURANCE COVERAGE FOR YOUR DEPENDENTS.	PERSONNEL DEPARTMENT
HOLIDAYS	YOU HAVE 12 PAID HOLIDAYS/CALENDAR YEAR. NEW YEARS DAY, MARTIN LUTHER KING DAY, PRESIDENT'S DAY, MEMORIAL DAY, JUNETEENTH, INDEPENDENCE DAY, LABOR DAY, VETERANS DAY, THANKSGIVING DAY, DAY AFTER THANKSGIVING, CHRISTMAS (TWO DAYS), AND ANY OTHER DAY SET BY THE PERSONNEL BOARD.	THE CITY.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	DEPARTMENT HEAD OR PERSONNEL. HOLIDAY CALENDARS
JURY DUTY LEAVE	YOU WILL BE GIVEN NECESSARY TIME OFF WITHOUT LOSS OF PAY WHEN PERFORMING JURY DUTY BY PRESENTING SUMMONS.	THE CITY.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT.	DEPARTMENT HEAD
MILITARY LEAVE	YOU MAY BE GRANTED MILITARY LEAVE UP TO 21 WORKING DAYS/CALENDAR YEAR FOR ACTIVE MILITARY TRAINING. ALL MILITARY LEAVE IS SUBJECT TO PRESENTATION OF YOUR MILITARY ORDERS TO YOUR DEPARTMENT HEAD AND PERSONNEL DIRECTOR.	UP TO 21 WORKING DAYS IN A CALENDAR YEAR WILL BE PAID BY THE CITY.	ELIGIBILITY IS IMMEDIATE UPON EMPLOYMENT PROVIDED YOU HAVE COMPLETED A MILITARY LEAVE REQUEST FORM.	DEPARTMENT HEAD OR PERSONNEL
RETIREMENT PLAN	RETIREMENT SYSTEMS OF ALABAMA	7.5% CONTRIBUTION FOR ALL EMPLOYEES, EXCEPT CERTIFIED POLICE AND FIRE CONTRIBUTE 8.5%.	ENROLLMENT IS MANDATORY AND IMMEDIATE UPON EMPLOYMENT.	PERSONNEL DEPARTMENT
SICK LEAVE	YOU ACCRUE 4 HOURS OF SICK LEAVE EACH COMPLETED PAY PERIOD (EXCEPT THE 3RD PAY PERIOD OF A MONTH) UP TO A MAXIMUM OF 720 HOURS (90 DAYS).	THE CITY.	IF HIRED DURING FIRST WEEK OF PAY PERIOD, ACCRUAL BEGINS IN THAT PAY PERIOD. IF HIRED DURING SECOND WEEK OF PAY PERIOD, ACCRUAL BEGINS THE FOLLOWING PAY PERIOD.	SUPERVISOR AND DEPARTMENT HEAD FOR USE. PERSONNEL FOR QUESTIONS ABOUT PERSONNEL RULES.

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SOCIAL SECURITY	PROVIDES FOR MONTHLY BENEFITS AT RETIREMENT AGE, CERTAIN MEDICAL BENEFITS AFTER RETIREMENT, SURVIVORS BENEFITS AND DISABILITY BENEFITS.	THE CITY PAYS 7.65% OF COVERED SALARY EARNED EFFECTIVE JANUARY 1, 1991. YOU PAY 7.65% OF COVERED SALARY EARNED. PAYMENT MADE THROUGH BIWEEKLY PAYROLL DEDUCTION.	ENROLLMENT IS IMMEDIATE UPON EMPLOYMENT. (MANDATORY FEDERAL INCOME TAX).	SOCIAL SECURITY OFFICE.
VACATION LEAVE	FOR THE FIRST 10 YEARS OF CONTINUOUS SERVICE, YOU ACCRUE 4 HOURS OF VACATION LEAVE EACH COMPLETED PAY PERIOD (EXCEPT FOR THE 3RD PAY PERIOD OF A MONTH) UP TO A MAXIMUM OF 96 HOURS (12 DAYS) PER YEAR. FOR OVER 10 YEARS CONTINUOUS SERVICE, YOU ACCRUE 6 HOURS PER COMPLETED PAY PERIOD (EXCEPT FOR THE 3RD PAY PERIOD OF A MONTH) UP TO A MAXIMUM OF 144 HOURS (18 DAYS) PER YEAR.	THE CITY.	IF HIRED DURING FIRST WEEK OF PAY PERIOD, ACCRUAL BEGINS IN THAT PAY PERIOD. IF HIRED DURING SECOND WEEK OF PAY PERIOD, ACCRUAL BEGINS THE FOLLOWING PAY PERIOD.	SUPERVISOR AND DEPARTMENT HEAD FOR AUTHORIZATION TO USE LEAVE. PERSONNEL FOR OTHER QUESTIONS ABOUT USE AND PERSONNEL RULES.
VOLUNTARY ACCIDENT INSURANCE	ELECTIVE ACCIDENT INSURANCE PROVIDED BY UNUM, AVAILABLE THROUGH PAYROLL DEDUCTION.	YOU PAY YOUR PREMIUM THROUGH BIWEEKLY PAYROLL DEDUCTIONS.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT
VOLUNTARY CRITICAL ILLNESS PLAN	ELECTIVE CRITICAL ILLNESS INSURANCE PROVIDED BY UNUM, AVAILABLE THROUGH PAYROLL DEDUCTION.	YOU PAY YOUR PREMIUM THROUGH BIWEEKLY PAYROLL DEDUCTIONS.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT
VOLUNTARY DRUG REHABILITATION	IF, BEFORE AN INCIDENT OF SUSPECTED CHEMICAL ABUSE, OR BEING SELECTED FOR RANDOM DRUG AND ALCOHOL SCREENING, OR BEING SUBJECT TO TESTING FOR POST INCIDENT OR REASONABLE SUSPICION TESTING, AN EMPLOYEE MAY VOLUNTEER FOR REHABILITATION.	THE CITY OF DOTHAN WILL COVER THE COST FOR THE REHABILITATION PROGRAM, UP TO THE ESTABLISHED LIFETIME MAXIMUM AMOUNT DETERMINED BY THE PERSONNEL DIRECTOR AND PUBLISHED ON THE VOLUNTARY DRUG OR ALCOHOL REHABILITATION ENROLLMENT FORM.	SEE PAGE 8, DRUG & ALCOHOL TESTING POLICY AND PROCEDURES IN YOUR EMPLOYEE HANDBOOK	
VOLUNTARY HOSPITAL INDEMNITY INSURANCE	ELECTIVE HOSPITAL INDEMNITY INSURANCE PROVIDED BY UNUM, AVAILABLE THROUGH PAYROLL DEDUCTION.	YOU PAY YOUR PREMIUM THROUGH BIWEEKLY PAYROLL DEDUCTIONS.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT
VOLUNTARY INDIVIDUAL LONG TERM DISABILITY INSURANCE	ELECTIVE INDIVIDUAL LONG TERM DISABILITY INSURANCE PROVIDED BY UNUM, AVAILABLE THROUGH PAYROLL DEDUCTION.	YOU PAY YOUR PREMIUM THROUGH BIWEEKLY PAYROLL DEDUCTIONS.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT
VOLUNTARY INDIVIDUAL SHORT TERM DISABILITY INSURANCE	ELECTIVE INDIVIDUAL SHORT TERM DISABILITY INSURANCE PROVIDED BY UNUM, AVAILABLE THROUGH PAYROLL DEDUCTION.	YOU PAY YOUR PREMIUM THROUGH BIWEEKLY PAYROLL DEDUCTIONS.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT

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VOLUNTARY TERM LIFE INSURANCE	ADDITIONAL TERM LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE FROM UNUM IS AVAILABLE THROUGH PAYROLL DEDUCTION ON A VOLUNTARY BASIS.	YOU PAY YOUR PREMIUM THROUGH BIWEEKLY PAYROLL DEDUCTIONS.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT
VOLUNTARY WHOLE LIFE INSURANCE	ELECTIVE UNIVERSAL LIFE INSURANCE PROVIDED BY UNUM. AVAILABLE THROUGH PAYROLL DEDUCTION.	YOU PAY YOUR PREMIUM THROUGH BIWEEKLY PAYROLL DEDUCTIONS.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER A 60-DAY WAITING PERIOD.	PERSONNEL DEPARTMENT
VOLUNTARY VISION PLAN	VOLUNTARY VISION BENEFITS COVERAGE PROVIDED BY AVESIS, AVAILABLE THROUGH PAYROLL DEDUCTION. EMPLOYEE ONLY OR FAMILY COVERAGE AVAILABLE.	EMPLOYEE PAYS \$6.50/MONTH FOR EMPLOYEE ONLY COVERAGE OR \$14.95/MONTH FOR FAMILY COVERAGE.	COVERAGE IS EFFECTIVE FIRST OF MONTH AFTER HIRE DATE; HOWEVER, OPEN ENROLLMENT IS IN OCTOBER OF EACH YEAR. THE GROUP HEALTH CARE PLAN BOOKLET SHOULD BE CONSULTED CONCERNING INSURANCE COVERAGE FOR YOUR DEPENDENTS.	PERSONNEL DEPARTMENT