



## CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

### PROCEDURE(S): BENEFITS

**EFFECTIVE DATE: MAY 20, 2019**

**REVISION DATE(S):**

## BENEFITS

The City of New Braunfels is committed to providing cost-effective benefits, which assist employees and their families in being physically and mentally healthy. The benefits and services offered by the City may be changed or terminated at any time. The City's benefits plan year runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

**Regular full-time employees** who work 30 hours or more per week are eligible for all City of New Braunfels benefits.

**Part-time regular employees** who work 20-29 hours per week are only eligible for retirement benefits.

**Part-time, Seasonal and Temporary employees** are not eligible for benefits.

As an employee, you can enroll your spouse (legally married), natural child, foster child, stepchild, legally adopted child or child under your legal guardianship or custodianship into a plan. Benefits are accompanied by eligibility requirements which must first be met by employees and their dependents (if applicable) before being able to be covered. The definition of an eligible dependent may vary from plan to plan. The provisions of and eligibility for the various benefits are governed by a plan document and/or certificate of coverage. An employee will be required to provide Dependent Certification when electing benefits for their dependents. The Dependent Certification documents required are listed in the Employee Benefits Guide.

### **A. TMRS Retirement**

1. The City of New Braunfels is a member of the Texas Municipal Retirement System [TMRS] and therefore if you are in a position that normally requires at least 1,000 hours of work in a year, you must join.
2. Seven percent (7%) of your gross earnings are deducted from your pay pre-tax and are



## CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

### PROCEDURE(S): BENEFITS

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

deposited in your interest earning account with TMRS.

- The City matches your member deposits and interest at retirement at a rate of 2 to 1. The city match is combined with your member deposits and the interest credited to your account to calculate your retirement benefits when you retire.
3. An employee is vested after five [5] years of service.
  4. Employees are eligible to retire at age 60 and/or 20 years of service.
  5. The City also affords active employees with a life insurance policy through TMRS in the amount equal to one [1] year's salary.

For more information regarding TMRS Retirement, you may go to [www.TMRS.com](http://www.TMRS.com)

### B. Insurance

1. The City of New Braunfels may provide full-time employees (30+ hours a week) with the following types of insurance on the first day of the month following 30 days of employment.

- a. Basic Group Term Life insurance in the amount of \$10,000.
- b. Group Accidental Death and Dismemberment in the amount of \$10,000.
- c. The City offers employees and their dependents Group Medical Health Insurance and contributes to the employee premium for this coverage.

Employees are able to elect the following benefits at their own expense.

Dental
Vision
Flexible Spending Accounts (Health and Dependent Care)
Health Savings Account
457 Deferred Compensation
Other various Supplemental products

The premiums for benefits are payroll deducted. Group Health, Dental, Flexible Spending Accounts, Health Savings Account and 457 Deferred Compensation payroll deductions are taken pre-tax. All other benefits are taken after tax. All benefits can only be changed or elected during Open Enrollment and at new hire



## **CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES**

**PROCEDURE(S): BENEFITS**

**EFFECTIVE DATE: MAY 20, 2019**

**REVISION DATE(S):**

unless a qualifying event occurs. Health Savings Account and 457 Deferred Compensation accounts can be altered at any time.