



City of La Porte

2021 Benefits Summary

Full-Time Employees

(The information contained herein is current unless superseded by the City.
Any reference to dependents shall be those defined by the City.)

PAYDAY

Employees are paid bi-weekly (every other Friday). Direct Deposit is required and available to most banking institutions.

LONGEVITY

Longevity compensation is determined by the number of completed months of continuous service with the City of La Porte. It is calculated at the rate of \$4.00 per month and is awarded annually in the month of November. Employees must have completed one (1) full year of service to be eligible for longevity pay.

SICK LEAVE

Sick Leave is accrued at a rate of 3.70 hours per pay period and 5.91 hours for 24-hour shift personnel, hours may be used as accrued. Civil Service accrual rate is 4.62 hours per pay period.

VACATION LEAVE

Vacation leave is granted based on an employee's number of years of continuous service with the City of La Porte. Vacation Leave is accrued each pay period and may be used as accrued and approved, after the 6-month introductory period. Vacation leave can be used in as little as one-hour increments. Maximum accrual is 1.5 times the employee's regular accrual rate.

Accrual rates are as follows:

Regular Full-Time Employees:

Years of Service	Pay Period Accrual	Annual Accrual	Maximum Accrual
0 – 4	3.08 hours	80 hours	120 hours
5 – 9	4.62 hours	120 hours	180 hours
10 – 14	6.16 hours	160 hours	240 hours
15 +	7.70 hours	200 hours	300 hours

24-Hour Employees:

Years of Service	Pay Period Accrual	Annual Accrual	Maximum Accrual
0 – 4	4.62 hours	120 hours	180 hours
5 – 9	7.39 hours	192 hours	288 hours
10 – 14	9.24 hours	240 hours	360 hours
15 +	12.00 hours	312 hours	468 hours

Civil Service Employees:

Years of Service	Pay Period Accrual	Annual Accrual	Maximum Accrual
0 – 9	4.62 hours	120 hours	180 hours
10 – 14	6.16 hours	160 hours	240 hours
15 +	7.70 hours	200 hours	300 hours

HOLIDAY LEAVE

Employees will receive one regular workday of pay for each official holiday observed by the City of La Porte. The City of La Porte observes eleven (11) holidays per calendar year. Observance dates for nine of these holidays are determined by City Council and two determined by the Employee. Employees must complete six (6) months of service to be eligible for the two (2) Employee Discretionary Holidays.

BEREAVEMENT LEAVE

In the instance of a death in an employee's immediate family, which requires the employee's personal attention he/she may be granted Bereavement Leave with pay for a maximum of three (3) days per event. Additional leave may be charged to the employee's sick or vacation time.

TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS)

Participation in TMRS is mandatory for all full-time employees. Seven percent (7%) of each employee's gross earnings are deposited directly into the employee's retirement account. The City of La Porte currently matches the employee contributions with a 2-1 ratio. You are vested when you have accumulated ten (10) years of service. You are eligible to retire at age 60 with 10 years of service OR at any age with 20 years of service. If employment with the City terminates before the employee is eligible for retirement, but after he/she is vested, the employee may withdraw their deposits or elect to leave his/her deposits in TMRS until he/she becomes eligible for retirement. If employment with the City terminates prior to an employee becoming vested, the employee may withdraw his/her deposits or leave them in the account for up to five (5) years.

ICMA RETIREMENT CORPORATION (ICMA-RC)

In addition to TMRS, employees may elect to participate in ICMA Retirement Corporation's investment programs. ICMA-RC offers two types of plans; pre-tax 457-Deferred Compensation plan and a post-tax Roth IRA. To enroll, contact Human Resources.

BILINGUAL PAY

The City of La Porte provides additional compensation to qualifying employees who demonstrate the required verbal fluency in a foreign language through a testing proctor. Eligible employees are full and part-time employees assigned to positions for which a foreign language is desirable in order to better service citizens. Pay is \$50/month for oral and \$75/month for oral and written.

CERTIFICATION PAY

The City of La Porte encourages its employees to pursue opportunities to participate in advanced training, relative to their positions. Not only does it improve employees' education, it also benefits the operations of the City. Certification pay is only available to full-time employees. The employee will only receive Certification Pay while in a department that recognizes that certification and that is listed in the policy.

EDUCATION REIMBURSEMENT

The City of La Porte offers educational reimbursement benefits to provide college educational assistance to employees desiring to further their professional development for the benefit of the City of La Porte. The education assistance program is intended to broaden the knowledge of employees in their fields and/or to provide an avenue for career development. The City will not reimburse more than \$3,500 within a period of 12-consecutive rolling months per employee under this policy.

VOLUNTARY MEDICAL

Employees and their legal dependents are eligible to participate in a medical plan program administered through Aetna. For employees hired after January 1, 2018, there is only one medical plan offered, the Health Fund 1500. There is an additional \$50/month surcharge for tobacco users. Tobacco testing for New Hires is completed during their pre-employment screening. Benefit Summary is available online for specific plan details. Premiums are paid bi-weekly through payroll deduction as follows:

Plan Tier	Pay Period Cost	
Health Fund 1500	Non-Tobacco	Tobacco
Employee Only	\$6.76	\$29.84
Employee & Spouse	\$58.30	\$81.38
Employee & Children	\$48.64	\$71.72
Employee & Family	\$74.69	\$97.77

VOLUNTARY DENTAL

Employees and their legal dependents are eligible to participate in a dental insurance program administered through CIGNA. The program offers two types of Dental Coverage: DHMO and PPO. Premiums are paid through payroll deduction as follows:

Plan Tier	Pay Period Cost	Plan Tier	Pay Period Cost
DHMO		PPO	
Employee Only	\$5.61	Employee Only	\$15.31
Employee & 1	\$10.66	Employee & 1	\$30.51
Employee & Family	\$13.11	Employee & Family	\$55.87

VOLUNTARY VISION

Employees and their legal dependents are eligible to participate in a vision insurance program administered through Avesis. Premiums are paid through payroll deduction as follows:

Plan Tier	Pay Period Cost
Employee Only	\$3.16
Employee & 1 Dependent	\$5.59
Employee & Family	\$8.29

VOLUNTARY SHORT-TERM DISABILITY (STD)

Employees are eligible to participate in short-term disability coverage. This coverage provides employees compensation of 60% of their pre-disability earnings in the event of an injury or illness lasting up to 90 days. Premiums are paid through payroll deductions.

LONG-TERM DISABILITY (LTD)

Employees are provided long-term disability insurance paid by the City of La Porte, in the event of an illness or injury that continues longer than 90 days. Please contact the Human Resources Division for further information.

VOLUNTARY LIFE AND AD&D

Employees are eligible to participate in voluntary life and AD&D insurance coverage. This coverage allows employees to elect a voluntary supplemental life insurance up to \$500,000 with a guaranteed issue amount of \$250,000 without an evidence of insurability form. There is additional options to elect coverage for a spouse, and children. Premiums are paid through payroll deductions.

BASIC LIFE AND AD&D

Employees are provided basic life and AD&D insurance paid by the City of La Porte. \$70,000 is provided for City Managers and Department Directors; \$20,000 is provided to exempt employees and emergency services including Fire, EMS, and Police; \$10,000 is provided for non-exempt employees.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City of La Porte sponsors an Employee Assistance Program, which provides employees and their household dependents with counseling and referral services on a wide range of issues, for a maximum of 6 visits per issue, per calendar year. This service is provided at no cost to the employee and is completely CONFIDENTIAL.

FITNESS & RECREATION CENTER

Employees and their dependents are eligible for discounted membership rates at the La Porte Fitness Center. Employees may enroll by visiting the Fitness Center and presenting their City ID at the front desk. The Center is located at 1322 S. Broadway, (281) 470-9891.