Clerical and Technical Classifications
Benefit Fact Sheet for Prospective Employees

Vacation

Vacation accrual rates for full-time Clerical and Technical titles are:

Years of Service	Days of Vacation
1st year thru 4th year	12 days
5th year thru 9th year	18 days
10th year thru 15th year	21 days
16th year thru 23rd year	25 days
24th year and thereafter	28 days

Part-time employees receive a pro-rated number of days based on the number of hours worked each year.

Vacation accrual rate is based on years of service for both part-time and full-time employees.

Holidays

Employees receive ten calendar holidays as listed below:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving*
Independence Day	Christmas Day

*For all employees assigned to the Library, the Day after Thanksgiving shall be considered a normal work day and Christmas Eve shall be recognized and observed as a paid minor holiday.

Health Insurance

The City's current health carrier is HealthPartners. There are two (2) plans to choose from and the cost to the employee depends on the plan chosen. Monthly health insurance costs for full-time employees can range from:

Employee Cost
Single - $0.00 - $260.28 per month
Family- $133.42 - $961.82 per month

Part-time employees may receive a pro-rated contribution for insurance.

Sick Leave

Full-time employees may earn the equivalent of 14 days of sick leave per year. Part-time employees receive a pro-rated amount.

Retiree Insurance

City contribution for retiree insurance is $300.00 per month for qualifying employees.

Deferred Compensation

All employees have access to a deferred compensation program.

Post Employment Health Plan

Employees with at least one (1) year of service shall be eligible for an Employer contribution of $200.00 into a Post Employment Health Plan account for each eligible employee.

Severance

Benefits are based on years of service and sick leave accrual. Qualifying employees may earn up to a maximum of $16,000 for severance. 105% of the severance pay will be contributed to a Post Employment Health Plan (PEHP).

Safety Shoes

Employees required to wear safety shoes are reimbursed $75.00 per year toward the purchase of one (1) pair of safety shoes.

Uniforms

Employees in specified titles are eligible for a uniform reimbursement.

General

Other general benefits available to City employees include direct deposit of paychecks, reduced cost of monthly MTC bus passes and pre-tax flexible spending accounts for medical and daycare expenses.

This listing is a general summary of the benefits available to employees as provided by this bargaining unit's collective bargaining agreement and is not intended to convey all possible benefits or to be regarded as official. Specific details can be found within each individual bargaining unit agreement. Prospective employees are encouraged to consult the appropriate bargaining unit agreement. Contracts can be found on the Labor Relations web site which is located at http://mn-stpaul.civicplus.com/index.asp?NID=776

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