

## LIST OF BENEFITS

The mission of the Office of Administrative Services is to provide quality service to the Housing Authority in the development and administration of personnel policies and procedures and in the directing and coordinating of human resources, safety and risk management.

In addition to competitive wages, the Housing Authority offers a comprehensive benefits package that includes:

- **Health Insurance** – The Housing Authority pays 75% of employee and dependent health insurance premium.
- **Dental Insurance** –
- **Section 125 Flexible Benefits Plan** – This plan allows employees the opportunity to pre-tax their payroll deductions for health, dental, life, disability and other accident and health insurance.
- **Retirement Plan** – Employer Contributory: 8% of salary is deposited monthly into the retirement plan. Employees are 50% vested from first day of employment with vesture increasing by 10% each year. Employees are 100% vested after five years of employment.
- **Life Insurance Policies** – The Authority provides life insurance coverage on employees that equals one and a half times their annual salary.
- **Deferred Compensation Plan** – Voluntary supplemental tax-deferred retirement savings plan operated under IRS Code 457, which allows for pre-tax contribution and tax deferral on the account until withdrawals. Employees can put aside as much as \$15,500 (under 50 years of age) and \$20,500 (over 50 years of age) per year under this plan.
- **Paid Holidays** – The Authority recognizes the following Holidays

|                               |   |
|-------------------------------|---|
| New Year's Day                | Labor Day                               |
| Martin Luther King's Birthday | Columbus Day                            |
| President's Day               | Veteran's Day                           |
| Memorial Day                  | Thanksgiving Day/Day after Thanksgiving |
| Independence Day              | Christmas Day                           |
- **Paid Vacation Days** – Regular full time employees receives vacation leave credited annually as following:
  - Less than 5 years continuous service – 13 days per year
  - 5 to 10 years continuous service – 15 days per year
  - 10 to 15 years continuous service – 17 days per year
  - 15 years or more continuous service – 20 days per year
- **Paid Sick Leave** – Regular, full-time employees will receive four hours sick leave each pay period. Unlimited accumulation.
- **Employee Assistance Program** –

- **Educational Assistance Program** –
- **Travel and Official Expense Reimbursement** –
- **Uniforms** (if Applicable) – The Housing Authority may provide uniforms to certain employees, such as those in the Maintenance and Inspections Departments.