

**HUMAN RESOURCES DEPARTMENT
CITY OF BURLINGTON**

200 Church Street, Suite 102, Burlington, VT 05401
Phone: (802) 865-7145 | Fax: (802) 864-1777
Vermont Relay: 7-1-1 or 800-253-0191



BENEFIT SUMMARY INFORMATION – FY24

Health Insurance: *Cigna Health Insurance*

Coverage begins first of the month following hire. All employees contribute **6.24%** of base pay. Same contribution rate paid for single, two-person, or family coverage for full time employees. Part-time employees (less than 35 hours) contribute a prorated amount depending upon authorized hours. Employee pays \$200/400 Deductible, 20% Co-Insurance (In network) of the next \$2000/\$4000 with an out-of-pocket max \$600/1200 year plus co-pays. \$15 co-pays for physician, mental health and chiropractic appointments. Effective Prescription co-pays are \$10 Generic, \$10 Preferred Brand, Non-Preferred Brand, \$45. Acupuncture included.

Contact information: <https://www.cigna.com> 1.800.997.1654

Healthy Pregnancies/Healthy Babies

Sign up for the Cigna Healthy Pregnancies, Healthy Babies® program, designed to help you and your baby stay healthy during your pregnancy and in the days and weeks after your baby's birth. When you enroll and complete the program, including your postpartum check-in, you will be eligible to receive a \$300 debit card for enrolling in the first trimester or \$150 debit card if you enroll in the second trimester.

To enroll call 1.800.615.2906

Health Insurance Buyout

Full-time employees only. \$1000 per year for Non-Union, & AFSCME, \$800 per year for BPOA and BFFA, \$1,250 per year for IBEW however to receive this annual stipend, an employee must not be receiving health insurance coverage through the City of Burlington. The stipend is paid weekly/biweekly for eligible employees who do not elect health care coverage. Supporting documentation required.

Dental Insurance: *Northeast Delta Dental*

Coverage begins first of month following date of hire. No cost for single, 2-person, or family coverage for full time employees. Part time employees pay a pro-rated amount based on hours worked. There is a \$50 per person deductible up to family maximum of \$150. Coverage is graduated at 100% preventative, 70% restorative and 50% prosthodontic. Orthodontics is not covered. \$1500 max per member, per year.

Contact information: <http://www.nedelta.com>, 1.800.537.1715

Vision Insurance: *Delta Vision*

Coverage for this voluntary benefit begins the first of the month following date of hire. Full and Part time employees pay the same rate. Cost is determined by your enrollment tier; Employee only, Employee plus one and Family. There is a \$180 frame allowance every 24 months, \$180 allowance for contact lenses every 12 months.

Contact information: <http://member.eyemedvisioncare.com/nedd>, 1.866.723.0513

Life Insurance & Life with AD&D

Full-time employees only (35 hours or more). No cost. For BPOA and IBEW, employee benefit is two times annual salary not to exceed \$100,000. For BFFA, employee benefit is two times annual salary not to exceed \$150,000. Two times annual salary not to exceed \$50,000 for all other employees. Supplemental insurance is available for AFSCME and Non-Union employees to a maximum of an additional \$100,000. Life insurance is available to limited service and regular full-time employees only. Retiree benefit is \$2,000 (BPOA, BFFA, and Non-Union). Supplemental Life Insurance is available in \$20,000 increments up to an additional \$100,000 for all eligible employees. IBEW members can purchase \$100k in supplemental life insurance. *Police and Fire are not eligible.*

[Health Care Flexible Spending Account](#)

This program allows an employee to anticipate out-of-pocket medical expenses by depositing pre-tax earnings into a flexible spending account from which the employee is reimbursed for qualified health expenses not covered by insurance. Therefore, those expenses are exempt from federal, state, and FICA taxation. The flexible spending plan year runs from January 1st through December 31st. A maximum of \$2,850 per plan year may be deposited in the flexible spending account per calendar year. The money in this account may be used only for medical and dental expenses as outlined in the IRS Code. Money not used for eligible expenses during a plan year must be forfeited under IRS guidelines. Employees may carry over up to \$570 of unused amounts remaining at the end of a plan year to the following plan year. Claims are processed via ThrivePass and we offer a ThrivePass debit card. [Learn more about the debit card](#)
Contact Information: <https://https://thrivepassbenefits.lh1ondemand.com/Login>, 1.866.855.2844, tpa@thrivepass.com

[Dependent Care Assistance Plan](#)

Pre-tax deductions up to \$5,000 per year for qualified dependent care expenses.

Post-Employment Health Plan

BPOA and BFFA – 1% of salary contributed by City.

Direct Deposit

Ability to have paychecks or partial paychecks deposited into your own bank or credit union.

[457 Retirement Plans](#)

Optional Mission Square and Nationwide Retirement Solutions for employee self-directed retirement investment for full and part-time employees working at least 24 hours per week.

[Retirement](#)

A contributory defined benefit plan maintained in accordance with section 401(a) of the Internal Revenue Code. All Regular Non-Union, AFSCME, and IBEW (not limited service) employees at 24 hours or more contribute **3.85%** of gross base pay; BPOA and BFFA will contribute **14%** of gross base pay. Full vesting at 5 years.

Paid Family Leave

Available for eligible AFSCME and Non-union employees that meet the requirements under the Family and Medical Leave Act (FMLA). Qualified employees shall be eligible for four (4) weeks of pay at 100% of their regular base pay and four (4) weeks of pay at 60% of their regular base pay.

Short Term Disability

Full-time and Part-Time Regular employees only; one year and regular schedule of a minimum of 20 hours per week. 75% of base pay after two weeks of absences due to serious health condition and certified by a Physician (50% for IBEW). BPOA and BFA are not eligible.

Disability Retirement

Benefit is 66% or 75% depending upon Union affiliation and subject to Chapter 24 of the Burlington Code of Ordinances.

[Invest Employee Assistance Program](#)

A confidential resource designed to provide personal and/or family counseling in areas such as marital or dependent relationship difficulties, alcohol and drug abuse, stress, legal, or financial concerns, problems with children, and emotional challenges, at no costs to the employee or the employee's household members.

Contact Information: <http://www.investeap.org>, 1.866.660.9533

[Working Bridges Services](#)

Working Bridges provides free, confidential, on-site resource coordination and support for your goals as well as work-life challenges such as transportation, housing, legal issues, caregiver support, childcare, budgeting, debt, credit issues, substance use, mental health, domestic violence, food insecurity as well as anything unrelated to work.

[CANARX Burlington Meds Program](#)

Prescription drug mail-in program offered to employees enrolled in our medical plan at no cost.

[Fitness Club/Business Memberships](#)

Discounted memberships with optional payroll deduction.

[Employee Fitness Centers](#)

Burlington Electric Department and Public Works Department on Pine Street.

[Discounts and Perks](#)

We offer a wide variety of discounts at local stores that are part of our Church Street Marketplace, as well as statewide, and even national companies. Examples include; Ben & Jerry's, Burton, Danforth, Cynthea's Spa, Fjallraven, Golden Hour Gift Company, Lake Champlain Chocolates, Outdoor Gear Exchange, Leunig's Bistro, Wendell's Furniture, AT&T, Verizon, ProFlowers, AVIS Car Rental, BUDGET Car Rental, HOTELS.COM, and many more. Through the Lake Champlain Chamber of Commerce, we offer discounts on ski passes for Bolton Valley, Sugarbush and Smuggler's Notch.

View the comprehensive list and details about each of the discounts on our website.

Use the codes featured on the website and share your Burlington Employee ID Badge as proof of employment.

Holiday Leave: 14 paid holidays, in addition, the day after Thanksgiving is a limited service day.

- New Year's Day
- Bennington Battle Day
- Martin Luther King, Jr. Day
- Labor Day
- Presidents' Day
- Indigenous Peoples' Day
- Town Meeting Day
- Veterans' Day
- Juneteenth
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day
- Floating Holiday (*available after six months of employment*)

Vacation Leave: Vacation leave may be taken as earned time.

Credited Service

- 0 – 60 months
- 60 – 120 months
- 120 – 180 months
- 180+ months

Hours/Weeks Earned Per Year

- 80 hours/2 weeks
- 120 hours/3 weeks
- 160 hours/4 weeks
- 200 hours/5 weeks

Sick Leave

Employees shall accrue 10 days of sick time per year. Sick time will be accrued on a monthly basis (6.67 hours/month).

Employees can accrue up to a maximum of 15 sick days (120 hours). BPOA accrue 185 hours per year up to 45 weeks total.

BFA accrue 288 hours per year up to 45 weeks total.

Personal Leave

All regular, full-time and limited service positions shall be granted 16 hours/2 days leave on July 1st of each year for personal business during the year without loss of pay or deduction.

[Training & Professional Development](#)

In addition to a New Employee Orientation and Respect in the Workplace Training, we offer training to all employees via [NeoGov Learn](#). Trainings cover a broad range of topics and are available in mobile/online formats at no additional cost to employees. We also partner with [VT Panurgy](#) to offer discounted rates on day long courses covering a broad range of topics. Additionally, we partner with [Champlain College TrueEd](#) to offer tuition discounts; 17% off undergraduate degrees and 50% off graduate degrees to you, your spouse or domestic partner and eligible adult dependents.