



List of Benefits*

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*Members hired after January 1, 2014 without prior active VRS service will be enrolled in the VRS Hybrid Plan – retirement, disability and paid time off. Sworn Police, Fire, and emergency medical technician staff will not participate in the Hybrid/PTO Plan.



Paid Time Off (PTO)

Full-time members hired on or after January 1, 2014 without prior active VRS service will be enrolled in the VRS Hybrid Plan. Full-time Hybrid plan employees accrue Paid Time Off (PTO) leave as set forth in the chart below based upon years of full-time service with the City of Virginia Beach.

Note: Sworn Police, Fire, and emergency medical technicians are not included in the Hybrid plan.

Years of Full-Time Service	Semi-Monthly Accrual Rate	Total Monthly PTO Accrual (hours)	Annual Leave Accrual (hours)	Maximum Annual Leave Carryover (hours)
0 Yrs - < 5 Yrs	6	12	144	224
5 Yrs - < 10 Yrs	7	14	168	248
10 Yrs - < 15 Yrs	8	16	192	272
15 Yrs +	9	18	216	296

Annual Leave

Full-time members who work forty (40) hours per week, hired on or before December 31, 2013, accrue annual leave as set forth in the chart below based upon years of full time service with the City of Virginia Beach.

Years of Full-Time Service	Semi-Monthly Accrual Rate	Total Monthly PTO Accrual (hours)	Annual Leave Accrual (hours)	Maximum Annual Leave Carryover (hours)
0 Yrs - < 5 Yrs	4	8	96	400
5 Yrs - < 10 Yrs	5	10	120	400
10 Yrs - < 15 Yrs	6	12	144	400
15 Yrs - < 20 Yrs	7	14	168	400
20+ Yrs	8	16	192	400

Annual Leave Continued

Firefighters assigned to fifty-six (56) hour per week positions shall accrue annual leave as set forth in the chart below based upon years of full time service with the City of Virginia Beach.

Years of Full-Time Service	Semi-Monthly Accrual Rate	Total Monthly PTO Accrual (hours)	Annual Leave Accrual (hours)	Maximum Annual Leave Carryover (hours)
0 Yrs - < 5 Yrs	5.6	11.2	134.4	500
5 Yrs - < 10 Yrs	7	14	168	500
10 Yrs - < 15 Yrs	8.4	16.8	201.6	500
15 Yrs - < 20 Yrs	9.8	19.6	235.2	500
20+ Yrs	11.2	22.4	268.8	500

Sick Leave

Full time Non-Hybrid Plan members accrue sick leave at the rate of 4 hours per semi-monthly pay period, equivalent to 8 hours per month. Firefighters assigned to fifty-six (56) hour per week positions will accrue sick leave at the rate of five and six-tenths (5.6) hours per semi-monthly pay period, equivalent to eleven and two-tenths (11.2) hours per month.

Employee sick leave accruals can be used as Family Sick Leave, in accordance with City policy.

Compensatory Leave

The City of Virginia Beach provides compensatory leave (Comp Time) to nonexempt employees in lieu of overtime pay in some circumstances. Comp time is provided at a rate of one and a half hours for each hour of overtime worked. The maximum accrual/carryover is two hundred forty (240) hours, or four hundred eighty (480) hours for Police and Fire. Hours earned in excess of the maximum accrual/carryover are paid at the overtime rate.

Bereavement Leave

Paid leave is provided to full-time merit employees upon the death of a member of the employee's immediate family or any person who can be demonstrated as residing in the same household as the employee.

Holidavs

Eleven (11) days per year as follows:

New Year's Day July 4th Day after Thanksgiving

Martin Luther King, Jr. Day

Labor Day

Christmas Eve

Memorial Day

Veterans Day

Christmas Day

Juneteenth Thanksgiving Day PLUS Three (3) Flexible Holidays

Injury Leave

Paid leave when a full time employee who has a job-related injury or illness deemed compensable under Workers' Compensation and is placed in a duty status. Employees may use a maximum of twelve (12) consecutive or non-consecutive months of injury leave in a 24 month period beginning on the date of the injury or date the work-related illness in communicated to the City.

Election Official Leave

The City grants employees unpaid leave from work to preform election official duties.

Military Leave With Pay

In accordance with the Uniformed Services Employment and Reemployment Rights Act, the City provides employees a maximum of fifteen (15) working days of Military Leave with pay per federal fiscal year.

Family Medical Leave

In accordance with the Family and Medical Leave Act, employees are provided up to twelve (12) weeks of unpaid, job-protected leave for qualifying serious health conditions; for the birth or adoption of a child; for the care of a child, spouse, or parent who has a qualifying serious health condition; or for military family leave for qualifying exigencies.

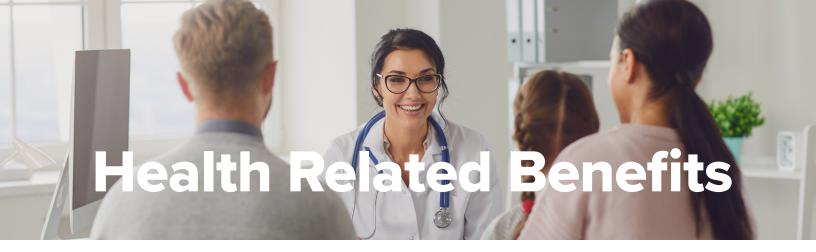
Care for Sick Parent Leave

The City provides up to one week of paid leave within a twelve month period for employees with approved FML to take care of a parent with a serious health condition. This leave can be used consecutively or intermittently.

Maternity Leave

The City provides birthing mothers six consecutive weeks of paid leave after giving birth no more than twice in a twelve month period. This leave is coordinated with STD for hybrid employees.





Health insurance helps provide coverage for preventive care, treatment, pharmacy and other medical services including vision, mental health and other health related benefits. Our BEWell (Beach Employee Wellness program) provides a variety of care management programs to include pregnancy care, tobacco cessation, and weight management as well as cardiovascular, diabetes, respiratory, and chronic disease management. For details on coverage, interested employees should visit with their physician to discuss the clinical criteria with Optima Health.

Health, Vision And Dental Insurance

The City offers group health insurance to all full-time employees through pre-tax payroll deduction at a group rate, with contributions made by the City. Two health plan options are offered: CDHP (Consumer Driven Health Plan) and POS (Point of Service). In addition, the City's group health plan includes access to telehealth services through MDLIVE. In addition, as part of your Optima Health Plan coverage, you have a benefit for vision care services and materials provided by EyeMed. Review table on following page for health premium cost.

Dental insurance is offered as a separate stand alone plan at a group rate and if elected is fully paid for by the employee through payroll deduction.

Flexible Spending Accounts (FSA)

The City offers eligible employees a Health Care Flexible Spending Account (FSA) in accordance with Section 125 of the IRS Code. Employees can choose to contribute to a FSA through pre-tax payroll deduction and use those funds to pay for certain medical expenses.

A Dependent Care FSA is also an offered benefit. If employees have young children and have childcare expenses, they can elect to participate in a dependent care FSA and contribute pre-tax payroll deductions to pay for certain child care services.

Health Savings Account (HSA)

Employees enrolled in the CDHP (Consumer Driven Health Plan) and meet certain eligibility requirements may elect a Health Savings Account (HSA). Employees contribute pre-tax salary dollars to the HSA up to the statutory maximum. Employees who elect the CDHP and after confirming eligibility, elect a HSA will receive an employer contribution into their HSA.

Life Insurance

Full time employees are covered by Virginia Retirement System Basic Group Life Insurance from the first day of employment at no cost. Coverage is paid for by the City. Employees also have the option of purchasing additional life insurance through the VRS Optional Group Life Insurance Program.

Health Coverage

City Employee Premiums

Level of Coverage	CDHP	POS	
Subscriber Only	\$3.66	\$48.69	
Subscriber + 1 Child	\$29.76	\$102.70	
Subscriber + Children	\$64.40	\$174.38	
Subscriber + Spouse	\$119.99	\$224.97	
Family	\$159.25	\$306.20	

Summary of Benefits

	Consumer Driven Health Plan CHDP		Point of Service POS	
Plan Features	Non-embedded: Must meet the Family Deductible/ Out-of- Pocket Max if enrolled in any tier other than Subscriber Only.		Embedded: If one family member meets the individual deductible, their benefits will begin. Once family deductible is met, benefits are available to all members.	
	Optima In-Network/ PHCS Networks	Out-of-Network	Optima In-Network/ PHCS Networks	Out-of-Network
Deductibles (Per calender year)	\$2,000 per individual \$4,000 per family	\$4,000 per individual \$8,000 per family	\$850 per individual \$1,700 per family	\$1,700 per individual \$3,400 per family
HSA Employer Funding	\$750 Subscriber Only / \$1,250 All Other Tiers		N/A	
Health Care FSA Eligible	Yes		Yes	
Maximum Out-of- Pocket (MOOP) (Per calendar year)	\$4,500 per individual \$9,000 per family	\$7,250 per individual \$14,500 per family	\$3,000 per individual \$6,000 per family	\$4,500 per individual \$9,000 per family

Virginia Local Disability Program

VRS Hybrid Plan employees have benefits under the Virginia Local Disability Program (VLDP). VLDP provides Short Term Disability (STD), Long Term Disability (LTD) and Long-Term Care (LTC) benefits.

Long Term Care

LTC provides benefits to Hybrid employees who need help with everyday life tasks because of a prolonged health problem or following a major illness or injury. The plan assists with the cost of nursing home care, assisted living facility care, community-based care, home healthcare services, informal care-giving, etc.

Long-Term Disability

LTD is a non-work-related or work-related condition that prevents a Hybrid Plan employee from performing the full duties of his/her job for an extended period of time. The LTD benefit begins after 125 workdays of short term disability.

Short-Term Disability

A STD is an illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy, or catastrophic or major chronic condition, that prevents the Hybrid Plan employee from performing the full duties of his/her job. The condition may be work-related or non-work-related. The maximum STD period is 125 workdays. The amount of income replacement depends on how long you have worked with the City this benefit.

Non-Hybrid employees do not have the option of participating in the VLDP. However, in addition to accrued leave and other City leave benefits, eligible employees have the option to participate in the City's Leave Donation Program.

Leave Donation Program

Eligible employees may who are approved for FML due to their own or a family members serious health condition may request leave donations under the City's Leave Donation Program. The program may provide sick leave donations to employees who need additional sick leave to cover absences.

BEWell (Beach Employee Wellness)

BEWell is the wellness program for full-time City of Virginia Beach employees and retirees. Powered by Virgin Pulse, BEWell is geared to help employees and retirees reach their health goals and earn points for daily interaction, exercise, health screenings and more. Participants earn points for their healthy activities and those points can be redeemed for rewards – up to \$125 per quarter (\$500 per year). BEWell also provides resources for care management programs such as pregnancy care, tobacco cessation, and weight management as well as cardiovascular, diabetes, respiratory, and chronic disease management.



Worker's Compensation

Pursuant to state law, the City provides workers' compensation coverage to full time employees.

Employee Assistance Program (EAP) and Work-Life Services

The City has teamed with Humana's EAP and Work-Life Services. Employees and household members have access to five (5) free counseling sessions per concern, per year. In addition, it provides resources to help deal with childcare, dealing with teenagers, caring for an elderly parent, etc. Humana specialists will assess needs, provide guidance, and provide referrals and resources.

Disease ans Condition Management Programs

Disease and Condition Management Programs are managed by Optima Health, and health plan enrollment is required for participation. There are programs to assist individuals with conditions such as coronary artery disease or congestive heart failure, asthma, chronic obstructive pulmonary disease – COPD or are pregnant. There is also a Rare Chronic Condition program for conditions such as epilepsy, chron's disease, multiple sclerosis, parkinsons and other rare conditions. Full-time employees and retirees participating in the BEWell Program earn points for rewards when meeting program requirements.

Partners in Pregnancy

Partners in Pregnancy is available to employees who are pregnant and are on the City's Health plan. Case management services are provided to help answer questions, inform, guide and support the mother-to-be. Full-time employees and retirees participating in the BEWell Program earn points for rewards when meeting program requirements.

Tobacco Cessation Program

Full-time employees and retirees on the City's health plan who wish to quit tobacco can receive encouragement and support from highly qualified health-coaches online or by telephone, as well as nicotine replacement (patches or gum) if appropriate at no cost to them.



Optima Health Employee Assistance Program

Enrollment in the Optima Health Plan is not required to receive EAP services!

Optima EAP assists you with challenges you may be experiencing at home or at work.

Easy

Call 1-800-899-8174 to schedule an in-person, telephonic, or virtual counseling appointment.

Confidential

Discussions with our clinicians are protected by strict privacy laws.

No Cost

Our services are covered by your employer, so there's no cost to you or your household members.





Retirement

The City participates in the Virginia Retirement System (VRS). Virginia Code sets forth the benefits available. VRS has three (3) different retirement plans: VRS Plan 1, VRS Plan 2, and the Hybrid Retirement Plan.

VRS Plan 1 and VRS Plan 2 is a defined benefit plan. The retirement is based on age, creditable service, and average final creditable compensation at retirement. You are VRS Plan 1 if your membership date is before July 1, 2010, and you were vested as of January 1, 2013. You are VRS Plan 2 if you were not vested as of January 1, 2013.

Plan 1 and Plan 2 employees are vested after five (5) years of creditable service. The Virginia Retirement System includes disability retirement and job-related disability retirement benefits for Plan 1 and Plan 2 employees.

The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. The plan applies to most members whose membership date is on or after January 1, 2014. The defined benefit is based on your age, creditable service and average final creditable compensation at retirement. The benefit from the defined contribution plan depends on the contributions made to the plan and the investment performance of those contributions.

Hybrid Retirement Plan employees may choose to make voluntary contributions of more than the mandatory amount to the defined contribution component of the plan, and City of Virginia Beach is required to match those voluntary contributions according to specified percentages. Under the defined benefit component of the Hybrid Retirement Plan, employees are vested after reaching five (5) years of creditable service.

All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

457 Deferred Compensation Plan

The City participates in the Commonwealth of Virginia 457 Deferred Compensation plan. Employees can save for retirement and make pre-tax or after-tax deductions their paycheck up to the IRS contribution limits.





Credit Union

The Beach Municipal Federal Credit Union is a non-profit service agency that is owned and operated exclusively for City employees and their dependents. Employees, spouses and dependents have the option to join the credit union and use their services.

Legal Resources and Identity Theft

All full-time employees may participate, at the employee's expense, in the prepaid legal services plan offered through payroll deduction. Legal Resources can provide confidential legal counseling, advice and discounted courtroom representation for employees and their immediate family. Legal Resources also offers identity theft protection.

Tuition Reimbursement

The City provides a generous tuition reimbursement program. Eligible non-probationary full-time employees may submit applications to participate in the City's Tuition Reimbursement program.



Employee Recognition Programs

Hall of Fame Award

This award is an annual tribute to outstanding City employees. Nominations are made by fellow City employees, and a committee of City employees selects the recipients.

Performance Bonus

A lump sum bonus awarded to an employee displaying outstanding performance. The bonus, typically equivalent to up to five percent (5%) of the employee's salary, may be granted upon written request of the Department Director and approval by the Director of Human Resources and the City Manager.

Service Awards

An employee is eligible for a service award after five (5) years of continuous service with the City and upon completion of each additional five years of service thereafter. Service awards include recognition pins, certificates, and plaques.

