

**CITY OF HARLEM  
80 HOUR BI-WEEKLY EMPLOYEE  
BENEFITS**

**ORIENTATION PERIOD:**

SIX MONTHS FROM DATE OF HIRE

**PTO (Paid Time Off):**

0.0 - 1.0 Years:	120 Hours	4.62 hours bi-weekly
1.1 - 5.0 Years:	160 Hours	6.16 hours bi-weekly
5.1 - 10.0 Years:	200 Hours	7.70 hours bi-weekly
10.0+ Years:	240 Hours	9.23 hours bi-weekly

Hours are accrued on a bi-weekly basis. The maximum hours you can carry are 480. Anything over that will go into ESLB (**Extended Sick Leave Bank**). See policy for further information. Time will start accruing at time of employment, but shall not be used until after the six month orientation period is completed. Accruals are based on the base hours worked (80).

**ESLB (Extended Leave Bank):**

The ESLB is used only in the event you have sixty (60) or less hours in your PTO balance and will be out for sickness/illness reasons for at least a two week period. Documentation shall be required to process an ESLB request. There is no limit to how many hours may carry in the ESLB.

**HOLIDAY LEAVE:**

THERE ARE 14 PAID DAYS FOR HOLIDAYS:

NEW YEARS DAY  
MARTIN LUTHER KING'S BIRTHDAY  
PRESIDENT'S DAY  
MEMORIAL DAY  
JUNETEENTH  
INDEPENDENCE DAY  
LABOR DAY  
COLUMBUS DAY  
VETERAN'S DAY  
THANKSGIVING DAY (2 DAYS)  
CHRISTMAS DAY (2 DAYS)  
FLOATING HOLIDAY

**PTO and the Floating Holiday are paid after the completion of the employee's six month orientation period.**

**OVERTIME:**

Overtime is paid to non-exempt employees after working 40 hours per week in the bi-weekly pay period. Leave (PTO, Holiday, etc.) does not count towards hours worked when calculating overtime

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**EMPLOYEE GROUP INSURANCE:**

**(Coverage starts the first of the month after 30 days of employment)**

THE CITY OF HARLEM HAS LIFE, HEALTH, DENTAL AND VISION COVERAGE

THE CITY PAYS 100% OF THE EMPLOYEE COVERAGE

THE CITY PAYS 70% OF THE DEPENDENT COVERAGE

THE CITY PROVIDES THE EMPLOYEE WITH A \$25,000.00 TERM LIFE POLICY AT N/C

THE CITY PROVIDES SHORT TERM DISABILITY AND AD & D AT N/C

**EMPLOYEE SPECIALTY INSURANCE:**

THE CITY OF HARLEM OFFERS TO EMPLOYEES SUPPLEMENTAL COVERAGE AT THE EMPLOYEE'S EXPENSE. THIS COVERAGE IS THRU AMERICAN FIDELITY. COVERAGE INCLUDES LIFE, CRITICAL CARE, FLEX SPENDING, ETC.

THE CITY OF HARLEM HAS A CAFETERIA PLAN WHICH ENABLES THE EMPLOYEE TO ELECT TO HAVE THE INSURANCE DEDUCTIONS TAKEN OUT PRE-TAX. BOTH THE CITY AND EMPLOYEE REALIZE SOME SAVINGS ON TAXES.

**BEREAVEMENT LEAVE:**

EMPLOYEE'S ARE PAID BEREAVEMENT LEAVE UP TO THREE DAYS FOR IMMEDIATE FAMILY. IMMEDIATE FAMILY IS DEFINED AS THE EMPLOYEE'S SPOUSE, CHILD, FATHER, MOTHER, BROTHER, SISTER, GRANDPARENTS OR ANY OF THE ABOVE AS THEY PERTAIN TO THE SPOUSE. PROOF OF FAMILY MEMBER MUST BE PROVIDED.

**RETIREMENT PLAN:**

AFTER THE INITIAL SIX MONTHS OF EMPLOYMENT, EMPLOYEES ARE ELIGIBLE FOR PARTICIPATION IN THE CITY'S DEFERRED COMPENSATION PLAN THAT INCLUDES AN AUTOMATIC CONTRIBUTION OF 3% OF THE ANNUAL SALARY. EMPLOYEES MAY CONTRIBUTE ADDITIONAL FUNDS. IF SO, THE CITY WILL MATCH, DOLLAR FOR DOLLAR, UP TO AN ADDITIONAL 3%

EMPLOYEES ALREADY PARTICIPATING IN THE CITY'S DEFERRED BENEFIT RETIREMENT PLAN ARE ELIGIBLE TO PARTICIPATE IN THE 457(B) PORTION OF THE DEFERRED COMPENSATION PLAN; THERE WILL BE NO MATCHING BY THE CITY OR AUTOMATIC CONTRIBUTIONS

**WELLNESS PLAN:**

THE CITY OFFERS AN OPPORTUNITY TO JOIN THE FAMILY Y AT NO COST TO THE EMPLOYEE WITH A MAXIMUM MONTHLY BENEFIT OF \$47. THE JOINERS FEE HAS BEEN WAIVED AND THE CITY WILL COVER THE \$47 MONTHLY FEE. THE EMPLOYEE MUST ATTEND A MINIMUM OF 11 TIMES PER MONTH IN ORDER FOR THE CITY TO CONTINUE COVERING THE COST. A REPRIEVE FROM THAT ATTENDANCE REQUIREMENT MAY BE

GRANTED UP TO TWICE A YEAR.

Updated: 1/2/2024

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I acknowledge receipt of and understand the benefit information provided.

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Employee

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Human Resources

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Date

