



# TOWN OF SOUTH KINGSTOWN

Personnel Division 180 High Street Wakefield, RI 02879  
acampbell@southkingstownri.com (401) 789-9331 x 1237

---

## NON-UNION EMPLOYEE BENEFITS SUMMARY – FY 2023-2024

### PROBATION

Employees shall serve a probationary period and will be considered on probation for six (6) months of continuous service, after the first day of employment. Non-union employees taking a promotional position to another Non-union position shall serve a three (3) month probationary period. The probationary period may be extended as deemed appropriate by the Department Head or Town Manager.

### WAGES

**Hours of Work:** A full time work week is either 35, 37.5, or 40 hours per week, based upon the position. Shift start times and end times may vary based upon the position, the work location, and/or business need. Hours of work shall be outlined in the Job Description and/or the employment offer letter.

**Grade & Step:** Based on an employee's position with the Town, employees are paid either hourly or salaried wages. Non-Union positions with the Town are assigned a pay grade, as identified within the current fiscal year's budget and detailed in the Position Allocation to Pay Schedule, as well as within the position's job description. Entry level positions start at a Step 0, with a Grade increase typically six (6) months after date of hire (or after successful completion of the probationary period, if extended) with movement to Step 1, followed by movement to Step 2 after twelve (12) months (typically 18 months after hire date), followed by movement to Step 3 after twelve (12) months (typically 30 months after hire date).

**Overtime & Compensatory Time:** Non-exempt full time employees Grade 10 and below, regardless of the assigned work day/work week, shall be paid time and one-half (1 ½) for all work performed in excess of eight (8) hours in any work day, or forty (40) hours in any work week. Hours worked in excess of seven (7) but less than eight (8) in any work day shall be compensated at the straight time rate. Employees may elect to accrue compensatory time (comp time) in lieu of overtime pay, which is calculated the same as overtime. When used, comp time may be discharged in one-hour increments at the discretion of the Department Head provided that such incremental time be used at the beginning or the end of the scheduled work day, or immediately before or after the scheduled lunch break. Employees may accumulate a maximum of ninety (90) hours of comp time. Accrued comp time balances as of June 30<sup>th</sup> of each fiscal year shall be paid the second pay date in July. Payment will be made at the employee's hourly rate of pay in effect as of the immediately preceding June 30<sup>th</sup>. Employees with accrued comp time who resign or retire prior to June 30<sup>th</sup> shall receive payment for the comp time. Employees Grade 11 and above are non-exempt, and are not eligible to earn overtime (or comp time).

### LONGEVITY

All full time employees with four (4) years or more of service shall receive longevity payment by separate check. Longevity payments shall be made in semi-annual installments paid on the second pay date in July and the first pay date in January. Longevity is not considered part of employee base salary. Please note longevity is prorated for eligible part time employees. To be eligible, part time employees hired on or after July 1, 2014 must work a year round regularly scheduled minimum of twenty (20) hours per week, those hired before July 1, 2014 must work a year round regularly scheduled minimum of fifteen (15) hours per week. As of July 1, 2022, the full time employee longevity rate schedule is:

$(\$2.55 \times \text{Number of Years of Service} \times 52) / 2 = \text{Semi-Annual Longevity Payment.}$

**MEDICAL & DENTAL INSURANCE BENEFITS**

**Medical & Dental:** The Town offers medical benefits through Blue Cross (with pharmacy benefits available through CVS Caremark) and dental benefits through Delta Dental. Medical and Dental coverage are each available as individual or family plans to full time employees, and as individual plans to eligible part time employees. Upon hire, benefits are effective the first of the month following the employee’s start date. Upon employment separation, benefits remain in effect through the end of the month. For more information about the plans, please refer to the current benefits and coverage summaries. To be eligible, part time employees hired on or after July 1, 2014 must work a year round regularly scheduled minimum of thirty (30) hours per week, those hired before July 1, 2014 must work a year round regularly scheduled minimum of twenty-two and one half (22.5) hours per week.

For FY 2023-2024, full time employees pay a twenty percent (20%) co-share toward their medical premium, while a co-share is not required for dental benefits. Eligible part time employees pay a 50% co-share for both medical and dental individual plans. If an eligible part time employee elects family medical and/or dental coverage, the Town will pay 50% of the premium cost of individual health and/or dental, and the employee shall pay the difference for the cost of family coverage.

Healthcare Provider	Coverage Type	Employee Type	Town Co-Share	Employee Co-Share
Blue Cross	Individual	Full Time	80%	20%
Blue Cross	Family	Full Time	80%	20%
Blue Cross	Individual	Eligible Part Time	50%	50%
Delta Dental	Individual	Full Time	100%	0%
Delta Dental	Family	Full Time	100%	0%
Delta Dental	Individual	Eligible Part Time	50%	50%

The employee paid co-share is deducted over twenty-four (24) pay periods. During months with three (3) pay dates, the co-share will be deducted from the first two (2) pay dates. The Town has a Premium Only Section 125 Plan in place that allows employees the option of having the medical and/or dental co-share(s) deducted on a pre-tax basis. If a member of an employee’s family is eligible for and receiving medical and/or dental coverage from the Town of South Kingstown or the South Kingstown School Department, the Town shall not be required to furnish medical and/or dental coverage for said family member, and/or any other family members, including the employee, receiving said coverage.

*Note: The Police Chief and EMS Director are eligible for Non-Union healthcare benefits or healthcare benefits, both coverage and cost, equivalent to that which is offered to the IBPO local 489 and the IAFF local 3365, respectively.*

**Buy-Back:** The Town offers an incentive program for full time employees who have alternative healthcare coverage and waive participation in the Town’s coverage. The medical buy-back for FY 2023-2024 is \$4,000, and the dental buy-back for FY 2023-2024 is \$250. Payments are pro-rated over bi-weekly pay periods throughout the fiscal year. Employees hired within the fiscal year have their buy-back(s) pro-rated.

**Post Retirement Medical Insurance:** Immediately following retirement from Town service, full time employees are eligible for post-employment medical benefits for a defined number of years, as detailed below, or until Medicare eligible, whichever comes first. The annual cost of the Town’s medical insurance, individual or family, shall be split between the Town and the retiree. The Town shall contribute a fixed annual amount, as detailed below, toward the cost of the Town’s medical coverage, and the retiree shall pay the difference, payable on a quarterly basis. This fixed annual contribution by the Town is only available to the retiree as a credit toward the cost of the Town’s medical insurance and is not available as a credit or cash stipend for the retiree to use toward the cost of other medical insurance or expenses. If any such retired employee has an equal or better medical insurance plan either through subsequent employment or a spouse, then this provision shall not apply. Employees must be eligible to retire under MERS for this benefit to apply.

- Employees hired *on or after* July 1, 2006:
  - \$4,500 with 30 years or more of service for three (3) years, or until Medicare eligible
  - \$3,000 with 25 years or more of service for three (3) years, or until Medicare eligible
  - \$2,000 with 20 years or more of service for three (3) years, or until Medicare eligible
- Employees hired *prior to* July 1, 2006:
  - \$6,000 with 30 years or more of service for four (4) years, or until Medicare eligible
  - \$5,000 with 25 years or more of service for three (3) years, or until Medicare eligible
  - \$3,000 with 20 years or more of service for three (3) years, or until Medicare eligible

**Coverage of Former Spouse:** As of July 1, 2018 employee and retiree family medical and/or dental coverage shall not provide coverage to a former spouse, unless the former spouse was covered by said plan as of June 30, 2018. A former spouse is no longer eligible for medical and/or dental coverage through the Town upon becoming Medicare eligible, upon having alternative medical and/or insurance available, or upon re-marriage. The former spouse of an employee or retiree who is covered under the Town’s medical and/or dental insurance must annually sign and return an affidavit certifying that they have not remarried, they are not Medicare eligible, and/or they do not have alternative medical and/or dental insurance available to them.

### **LIFE & AD&D INSURANCE**

Full time employees receive a \$50,000 life insurance and AD&D insurance policy paid by the Town.

*Note: While Non-Union employees, the Police Chief and EMS Director are eligible for life and AD&D insurance coverage equivalent to that which is offered to the IBPO local 489 and the IAFF local 3365, respectively.*

### **EMPLOYEE ASSISTANCE PROGRAM**

All full and part time employees receive access to the Town’s Employee Assistance Program (EAP). An EAP is a service that helps employees and/or their families cope with a crisis, stress-related situation, and provides other helpful support services such as life coaching, legal and financial resources, personal assistance, medical advocacy, and many other related work/ life resources. All services are free of charge.

### **PENSION PROGRAM**

Employees who work a year round regularly scheduled minimum of twenty (20) hours per week are required to participate in the Municipal Employees’ Retirement System (MERS) administered by the State’s Retirement Board. This program requires an employee paid pre-tax salary contribution, the amount of which is based on the employee’s years of service with the Employees’ Retirement System of Rhode Island (ERSRI) as of June 30, 2012. New employees will receive membership information directly from ERSRI and TIAA-CREF. Employees can visit [www.ersri.org](http://www.ersri.org) for additional information.

*Note: The Police Chief and EMS Director are included within the State’s MERS Police and Fire pension program.*

### **PAID LEAVE**

**Vacation Leave:** Employees accrue vacation leave each pay period, and receive vacation leave according to the schedule on the following page. Employees hired within the fiscal year have their annual vacation leave pro-rated. Please note vacation leave is prorated for eligible part time employees. To be eligible, part time employees hired on or after July 1, 2014 must work a year round regularly scheduled minimum of twenty (20) hours per week, those hired before July 1, 2014 must work a year round regularly scheduled minimum of fifteen (15) hours per week.

Years of Employment	Director	Deputy Director	Other Non-Union Staff
0-4 years	20 days	15 days	12 days
5-9 years	25 days	20 days	17 days
10-14 years	30 days	25 days	22 days
15 years	31 days	26 days	23 days
16-19 years	32 days	27 days	24 days
20 or more years	33 days	28 days	25 days

Vacation leave may be used in one-hour increments provided that such incremental time be used at the beginning or the end of the scheduled workday, or immediately before or after the scheduled lunch break. Employees are allowed to carry a maximum of thirty (30) days of vacation leave to the following fiscal year. Accrued vacation leave in excess of thirty (30) days will be credited to Sick Leave provided the employee has not accumulated Sick Leave in excess of two hundred and twenty (220) days for Directors and Deputy Directors or one hundred-ninety (190) days for all other non-union employees. Employees who retire or resign and leave Town service in good standing receive payment for accumulated vacation leave. In the event of an employee’s death, payment for accumulated vacation leave will be paid to his/her estate.

**Personal Leave:** Employees will be granted three (3) personal days per fiscal year, which will be granted on July 1 of each fiscal year. An additional .25 days of personal time shall be granted on the 1st of each month to total three (3) additional personal days per fiscal year (6 days total). Employees are granted one (1) additional day of personal leave on January 1<sup>st</sup> following their five (5) year employment anniversary. Employees are allowed to carry a maximum of one (1) day of personal leave to the following fiscal year. Personal leave may be used in thirty (30) minute increments, provided that such incremental time be used at the beginning or the end of the scheduled workday, or immediately before or after the scheduled lunch break. Full-time employees hired within the fiscal year have their personal leave pro-rated as defined in the chart below. Eligible part time employees have their personal leave prorated; eligibility requirements are the same as vacation leave. Employees who retire or resign and leave Town service in good standing receive payment for accumulated personal leave. In the event of an employee’s death, payment for accumulated personal leave will be paid to his/her estate.

Date Hired	Prorated Personal Days
7/1 - 9/30	3 days
10/1 - 12/31	2.25 days
1/1 - 3/31	1.5 days
4/1 - 6/30	0.75 days

**Sick Leave:** Employees shall accrue sick leave each pay period and accumulate twelve (12) sick leave days per fiscal year. Employees hired within the fiscal year have their annual sick leave pro-rated. Eligible part-time employees have their sick leave prorated; eligibility requirements are the same as vacation leave. Employees are allowed to carry a maximum of two hundred and twenty (220) days for Directors and Deputy Directors or one hundred-ninety (190) days for all other non-union employees.

Sick leave may only be used when the employee is ill or incapacitated, and/or only for physician visits and testing for the treatment of chronic or acute illness. Sick leave shall not be used for routine examinations. Two (2) days of sick leave may be used in one (1) hour increments provided that such incremental time be used at the beginning or the end of the scheduled workday, or immediately before or after the scheduled lunch break. All additional sick leave may be used in half-day increments.

Manager’s may require a doctor’s note when an employee takes sick leave for three (3) or more consecutive workdays. When sick Leave is taken on a day immediately before or after a paid holiday, vacation day, or other paid time off, a doctor’s note may be required by their manager.

Employees may use up to seven (7) days of sick Leave each fiscal year to attend to the illness of a child, parent, or spouse. These seven (7) days are referred to as family sick Leave. Please note family sick leave is prorated for eligible part-time employees. Employees shall be eligible to apply for the conversion of up to an additional fifteen

(15) days of accumulated sick leave to family sick leave over a rolling twelve (12) month term, with the following restrictions: employees are full time and have been employed continuously for at least twelve (12) months; employees have exhausted the initial seven (7) family sick days; with the exception of seven and one half (7.5) days of accrued Vacation leave, employees have exhausted all other accrued personal leave, Vacation leave, and Comp Time prior to using approved converted sick leave for family sick leave; and limited to a serious illness that involves an eligible family member, with serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition that involves in-patient care in a hospital, nursing home, or hospice, or out-patient care requiring continuous treatment or supervision by a health care provider.

Employees who retire from Town service receive payment for seventy-five percent (75%) of accumulated sick leave at the time of separation up to the 'max carry' of two hundred and twenty (220) days of accumulated sick time for Directors and Deputy Directors or one hundred-ninety (190) days for all other non-union employees.

Employees with five (5) or more years of service who resign and leave Town service in good standing, and who have accumulated a minimum of forty-five (45) days of sick leave shall receive payment for twenty-five percent (25%) of accumulated sick leave at the time of separation up to the 'max carry' of two hundred and twenty (220) days of accumulated sick time for Directors and Deputy Directors or one hundred-ninety (190) days for all other non-union employees.

Employees who retire due to disability certified by the State Retirement System receive payment for one hundred percent (100%) of accumulated Sick leave, up to 'max carry' of two hundred and twenty (220) days of accumulated sick time for Directors and Deputy Directors or one hundred-ninety (190) days for all other non-union employees. In the event of an employee's death, payment for one hundred percent (100%) of accumulated sick leave will be paid to his/her estate, up to the 'max carry' of two hundred and twenty (220) days of accumulated sick time for Directors and Deputy Directors or one hundred-ninety (190) days for all other non-union employees.

**Holidays:** Full time employees receive twelve and a half (12 ½) paid holidays each year. The standard observed holiday schedule is listed below.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veterans Day
Good Friday Afternoon (½ day)	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Victory Day	

In addition, Employees shall receive an additional half (½) day paid holiday when Christmas Eve falls on a Monday, Tuesday, Wednesday, Thursday, or Friday.

To be eligible for paid holidays, part-time employees must work a year-round regularly scheduled minimum of fifteen (15) hours per week and must be scheduled to work the day of the week the holiday is observed. Part-time employees shall receive payment only for hours they would otherwise be regularly scheduled to work on that day.

Employees also receive a half (½) day floating holiday annually, credited on July 1<sup>st</sup> each fiscal year. The floating holiday cannot be carried into the next fiscal year and has no payout value upon separation or retirement. Eligible part-time employees have their floating holiday prorated; eligibility requirements are the same as vacation leave.

Some departments, including but not limited to the Libraries, Parks & Recreation, and Senior Services may have an alternative holiday schedule. Employees who hold positions in departments that observe an alternative holiday schedule shall receive an equivalent number of paid holidays (or combination of paid and floating holidays), for which they would otherwise be eligible.

**Bereavement Leave:** Full Time employees are granted a maximum of five (5) days of bereavement leave, if needed, from time of notification through one (1) business day immediately following the date of burial (if

required) or funeral/memorial service (if no burial required) for the death of an immediate family member. For purposes of bereavement leave, immediate family is defined as mother, father, step-mother, step-father, spouse, child, step-child, sister, brother, step-sister, step-brother, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, foster parents, foster children, former guardians, and any other person residing in the employee's household. Employees are granted one (1) day of bereavement leave in the event of the death of an employee's aunt or uncle. Please note bereavement leave is prorated for eligible part-time employees based on number of hours worked. To be eligible, part time employees must work a year round regularly scheduled minimum of twenty (20) hours per week.

## UNPAID LEAVE

**Parental Leave:** Employees may be granted leave of absence without pay or benefits for parental leave, including both maternity and paternity, not to exceed six (6) months, at the discretion of the Town Manager. Such request must include the approximate date of return. Written application of intent to take leave and notice of intent to return must be filed with the Personnel Administrator at least sixty (60) days prior to the start of said leave, unless emergency conditions requiring less notice should arise, and thirty (30) days prior to the end of said leave. parental leave may be used for the birth of an employee's child or the placement of a child sixteen (16) years old or younger in connection with the adoption of such child by the employee. An employee on parental leave shall have the right to continue his/her healthcare coverage furnished by the Town. Payment of the employee co-share(s) will be required, and shall be billed to the employee biweekly by the Finance Department during the leave period. The failure of an employee to make said payments shall cause the healthcare insurance to be cancelled. Upon the return from parental leave, the employee shall be placed in the assignment that he/she left except cases in which the assignment no longer exists whereupon the employee will be placed in a comparable position. Employees may use available vacation, personal, family sick, and/or comp time to continue to be paid during this leave, when available.

**FMLA:** Employees and the Town have rights as provided by federal and state FMLA laws. FMLA leave may run concurrently with Sick Leave, Family Sick Leave, or parental leave as appropriate. For more information on FMLA, please visit [www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla) and the Employee's Guide to FMLA can be accessed here [www.dol.gov/whd/fmla/employeeguide.pdf](http://www.dol.gov/whd/fmla/employeeguide.pdf).

## WORK BOOT REIMBURSEMENT

Full time employees required to wear safety work boots shall be provided an annual reimbursement of up to \$135, to be paid by June 30<sup>th</sup> of each year. Requests for reimbursement must be made through the Finance Department by June 15<sup>th</sup> to be paid by June 30<sup>th</sup> of each year. Said reimbursement will be paid only upon presentation of original itemized receipt of purchase, and acknowledgement that said work boots were purchased for the exclusive use of the employee and for use in the course of their work duties. The work boot allowance shall be limited to one allowance per fiscal year per eligible employee. The work boot reimbursement is prorated for eligible part time employees based on the number of hours worked. To be eligible, part-time employees must work a year-round regularly scheduled minimum of twenty (20) hours per week.

## VOLUNTARY BENEFITS

The Town offers employees the opportunity to purchase the following additional voluntary benefits, which are paid for by the employee. For more information, please contact the Personnel Administrator.

- Supplemental Life Insurance, for employees and eligible family members.
- 457 Deferred Compensation Plan.

## **NONDISCRIMINATION**

The Town is committed to the principal of equal opportunity and prohibits the discrimination against applicants and/or employees in regard to age, religion, race, color, country of or ancestral origin, political belief, marital status, gender, gender identity or expression, sexual orientation, veteran status, disability, or any other protected status under applicable federal or state law.