

**Town of Delmar
Full-Time Employee Benefits**

Health Insurance

- Employee's Coverage - Town of Delmar pays 100% of employee's premium
- Additional coverage - child, spouse, or family through weekly payroll deduction
- Benefit Period is July 1 through June 30, open-enrollment in June & effective July 1st
- 100% coverage & Town pays deductible (\$2500 family/\$5000 dependents)
- Employees who waive our health coverage due to being covered thru spouse will receive \$50 per week as a benefit compensation.

Dental Insurance

- Employee's Coverage - Town of Delmar pays 100% of employee's premium
- Additional coverage - child, spouse, or family through weekly payroll deduction
- Benefit Period is July 1- June 30, open-enrollment in June & effective July 1st

Life Insurance

Town pays 100% of employee's premium. Insured amount equals annual salary up to age 65. At age 65-69 insured amount equals 65% of annual salary. At age 70+ insured amount equals 50% of annual salary.

Optical Insurance

Employees can enroll in optical insurance and have the low weekly premiums deducted from payroll.

General Pension

Town pays 8% of gross salary into a pension plan for Administrative, Public Works, WWTP and Fire Department. Eligible after six (6) months. Plan year is January 1 – December 31. The vesting schedule is as follows:

<u>Years in Plan</u>	<u>Percentage</u>
Less than two (2) years	0%
After two (2) years	20%
After three (3) years	40%
After four (4) years	60%
After five (5) years	80%
After six (6) years	100%

Police Pension

Police Officers are enrolled in Delaware State Pension Plan – 7 % of base salary withheld; Town pays 16.03% of base salary (varies) each year into plan.

Vacation *(amended July 1, 2021)*

Employees are eligible to use paid vacation leave after one year of full-time service.

0 thru 5 Years	-	96 hours (12 days)
6 thru 10 Years	-	144 hours (18 days)
11 thru 20 Years	-	192 hours (24 days)
21+ years	-	240 hours (30 days)

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Sick Leave

Accumulated at 8 hours per month; maximum of 720 hours. Eligible for paid sick leave upon completion of probationary period. A maximum of 40 hours of sick leave per calendar year can be used for immediate family illness or medical appointment. Eligible employees can enroll annually in the Sick Leave Bank program to receive sick leave donations for qualifying uses.

Paid Holidays *(amended July 1, 2021)*

Eligible upon completion of probationary period, employees receive thirteen (13) paid holidays per year: New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day.

Tuition Assistance

Maximum of twelve (12) credit hours per fiscal year if grade is C or better. Courses must be related to the position or part of a degree program that relates to the position and approved by Department Head and Town Manager.

Direct Deposit

The Town of Delmar will direct deposit your salary into 1 or more of your personal accounts including, checking, savings, credit union, etc.

AFLAC

Premium payments can be made through weekly payroll deduction.
Representative:

Legal Shield

Premium payments can be made through weekly payroll deduction.

Cafeteria Plan/Section 125 - HSA

A portion of salary may be non-taxed to cover insurance premiums, medical or dental expenses anticipated for the calendar year, and/or dependent care (day care) expenses.

Home Buying Benefit

\$1,000 toward down payment to buy a home in the Delmar Town limits

Motor Vehicle Records Review

The Town of Delmar has a Motor Vehicle Review policy to evaluate employees and prospective employees motor vehicle records for the previous 3-year period. Results of this review may determine employment eligibility or continuation. Employees and prospective employees are required to sign a Authorization form to review MVR.