

Section 7: Benefits

Policy #3: Miscellaneous Benefits

Effective Date: April 1, 2014

I. Purpose

The Town of Mooresville cares about the health and well-being of its employees and as such provides a variety of miscellaneous benefits.

II. Scope

This policy shall apply to all persons holding a regular full-time, regular part-time, or temporary (as specifically mentioned) paid position as an employee of the Town and members of the Town Board of Commissioners. This policy does not apply to a member of any appointed or volunteer board or committee. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

None

IV. Definitions

V. Legislation

NCGS Chapter 96, Article 2

NCGS Chapter 97, Article 1

NCGS Chapter 135, Article 2

VI. Policy

The Town of Mooresville offers a variety of benefits to eligible employees and their families to protect and enhance their health and their way of life. All provisions of benefits are subject to change, including benefits offered, services covered, payment arrangements, and the Town of Mooresville's contribution towards cost.

VII. Provisions

A. Direct Deposit

All employees (regular full-time, regular part-time and temporary) are required to use Direct Deposit for paychecks. Any changes in banking arrangements must be reported to the Human Resources Department.

B. Credit Union

Employees are eligible to open accounts with the Local Government Credit Union. <https://www.lgfcu.org/index.php>

C. Gym/Fitness Reimbursement

The Town will refund employees \$20 per month for attending a gym or participating in fitness classes of choice. To qualify for a refund, the employee must utilize the gym four or more times per month, or participate in four or more fitness classes per month. Requests for reimbursement and documentation of attendance must be submitted to the Human Resources Department by the end of the fiscal year (June 30). Fiscal year (July 1 to June 30) reimbursements can be made on a monthly, quarterly or annual basis.

D. United Way

The Town offers payroll deduction for employee's United Way contributions. <http://www.uwcentralcarolinas.org/>

E. Voluntary Benefits

The Town offers payroll deduction for the following employee-paid benefits:

- i. Short Term Disability
- ii. Cancer
- iii. Specified Health Events
- iv. Hospital Intensive Care Protection

F. Government Employee's Marketplace

All regular full-time, regular part-time and temporary employees and retirees are eligible to participate in the Government Employee's Marketplace, sponsored by National League of Cities (NLC). The Marketplace aggregates various government employee discount programs, features pre-negotiated discounts with major suppliers and aggregates other discounts and limited offers. Employees self-select the products and services they wish to use and may also select notification features for specific products.

Key features of the program include:

- i. Free - absolutely no cost to join, no membership fee, no activation fee, no access fee
- ii. Significant savings - exclusive volume discounts, collective markdowns and promotions, seasonal sales, free shipping
- iii. Convenience - one online portal, thousands of brand name merchants, Internet-based and also retail-based
- iv. Simple - user friendly, easy to navigate, search and categorization functionality, minimal registration and login requirements
- v. Local Access - get information on local gas prices, travel search, sitter finder, dining & grocery deals

To sign up for the program an employee can go to <https://gem.onebigplanet.com/d/public/login.html> and follow the instructions to join.

G. Social Security

As provided by law, the Town extends Social Security benefits for its eligible employees and eligible groups and classes of such employees. <http://www.ssa.gov/>

H. Workers' Compensation

All employees of the Town (regular full-time, regular part-time and temporary) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisor at the time of the injury so that appropriate action may be taken immediately. <http://www.ic.nc.gov/index.html>

It is the responsibility of an injured employee to claim compensation under the Workers' Compensation Act, and such claims should be filed with the Risk manager within twenty-four hours of the injury. The Risk Manager will then file the claim with the Industrial Commission.

I. Unemployment Compensation

Town employees who are terminated due to a reduction in force or released from Town service for reasons other than misconduct or substantial fault may be eligible for benefits through the local Employment Security Commission office. Additional information about unemployment benefits is available at www.ncesc.com.

VIII. Authorization

Approved by:

Erskine Smith
Town Manager

March 25, 2014
Date