



CITY OF ABERDEEN

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HUMAN RESOURCES
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NEW EMPLOYEES BENEFIT INFORMATION

PAY DATES - Paychecks are issued on Fridays, on a biweekly basis. The paycheck covers the two-week time period ending the Saturday prior to payday.

DIRECT DEPOSIT – is available for up to three accounts (savings and/or checking). Your paycheck will be deposited in your checking and/or savings account(s) and the Notice of Deposit will be emailed to you.

PERFORMANCE EVALUATIONS are given at six (6) months and then annually.

PTO - Paid Time Off - hours accrue biweekly as long as the maximum accumulations have not been met. Must be used in whole hour blocks.

0 through 6 years of service	5.54 hours biweekly (160 hours max)
7 through 13 years of service	7.08 hours biweekly (200 hours max)
14 + years of service	8.62 hours biweekly (240 hours max)

Unused PTO will be paid out upon retirement, resignation or termination.

ELB – Extended Leave Bank – 1.96 hours accrue biweekly as long as the maximum of 480 hours has not been met. This is intended to cover lost work time of a more extended nature for illness or injury of the employee or their immediate family member (spouse, children, step-children, parents, step-parents, brother, step-brother, sister, step-sister, grandparents and grandchildren.

Notice of Deposit (NOD) will show the accumulated balance of PTO and ELB hours as of the ending of the last pay period.

HOLIDAYS - The City observes the following holidays:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth (June 19)	Independence Day
Labor Day	Native American Day	Veteran's Day
Thanksgiving Day	Christmas Day	

ADMINISTRATIVE HOLIDAYS -

The City Manager shall have the right to declare two (2) Administrative Holidays each year. Additional Administrative Holidays may be authorized by City Council action. These will be paid at regular rate.

(Holiday schedules vary in some departments. Please check with your department for the policy that applies.)

PAYROLL DEDUCTIONS:

HEALTH INSURANCE - Group coverage provided - single coverage is mandatory.

City pays the entire single health premium for the employee.

City pays same amount for two-party coverage as for the single employee. Employee pays balance of premium for spouse and/or child.

City pays half of the family health premium.

LIFE INSURANCE - Group coverage provided (employee only) - no additional charge, included with health insurance.

DENTAL/VISION INSURANCE:

Dental and/or vision insurance is available at the employee's expense.

SOUTH DAKOTA RETIREMENT SYSTEM

RETIREMENT: MANDATORY – City match

General Employees – 6% of gross pay (Class A)

SRP PLAN: MANDATORY – no match

Minimum \$25.00/month deduction for Pre-tax Option only.

MISCELLANEOUS DEDUCTIONS:

The following listed items can be payroll deductions if requested by the employee:

- Section 125 (premiums and flexible spending)
- extra withholding tax on W-4
- United Way contributions
- supplemental insurance policies (Colonial and AFLAC)