

GENERAL INFORMATION - NEW EMPLOYEES

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 given to you on payday.

PERFORMANCE EVALUATIONS are given at six (6) months, eleven (11) 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)

ELB – Extended Leave Bank – 1.96 hours accrue biweekly as long as the maximum of 480 hours has not been met. There is no pay out of ELB upon termination, retirement or resignation.

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	Independence Day	Veteran's Day
Martin Luther King Day	Labor Day	Thanksgiving Day
President's Day	Native American Day	Christmas Eve (1/2)
Memorial Day		Christmas Day

(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) - \$10,000 basic term life – no additional charge, included with health insurance.

DENTAL/VISION INSURANCE:

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

RETIREMENT: (MANDATORY)

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

Police Employees – 8% of gross pay (Class B)

Fire Employees – 8% of gross pay (Class B)

General, Police and Fire employees are members of the South Dakota Retirement System.

Employees are also eligible to participate in the South Dakota Supplemental Retirement Plan.

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
- Police and Fire Union Dues
- supplemental insurances (Colonial and AFLAC)