

GENERAL INFORMATION - NEW POLICE OFFICERS

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 stub will be given to you on payday.

PERFORMANCE EVALUATIONS are given at six (6) months, eleven (11) months and then annually.

PERSONAL LEAVE - 24 hours annually - (probation employees eligible for 8 hours upon completion of each 3 month period in the 1st year). Must be used in whole hour blocks.

SICK LEAVE - Accumulated at 3.5 hours biweekly - maximum 1080 hours

VACATION - Upon completion of 6 months of employment 40 hours of vacation will be available. Must be used in whole hour blocks.

Paycheck stubs will show the accumulated balance of personal leave, sick leave and vacation hours as of the ending of the last pay period.

Vacation leaves are accumulated on a biweekly basis as follows:

	<u>RATE</u>	<u>MAXIMUM</u>
First year - completion of sixth year	3.08 hours	120 hours
Seventh year - completion of thirteenth year	4.62 hours	160 hours
Fourteenth year and after	6.16 hours	200 hours

HOLIDAYS - The City observes the follow holidays:

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	President's Day
Native American Day	Christmas Day	Veteran's Day
Memorial 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.

General Police and Fire employees are eligible to participate in the South Dakota Supplemental Retirement Plan.

MISCELLANEOUS:

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 Contribution
- Police and Fire Union dues
- supplemental insurances (Colonial and AFLAC)