

CITY OF MARTINSBURG EMPLOYEE BENEFITS  
CIVIL SERVICE - (POLICE OFFICERS AND FIREFIGHTERS)

1. **Health/Dental/Vision/Life** (\$20,000) — Paid for the employee at 90% and paid for dependents at 70%. Total insurance package **current monthly rates** are: single coverage - \$80.24 employee share and \$722.26. City share for a total premium of \$802.50; Current rate employee + 1 person-\$316.22 employee share and \$1272.97 City share for a total premium of \$1589.19; Current rate family coverage - \$372.54 employee share and \$1,404.33 City share for a total premium of \$1,776.87. **These rates are monthly rates and deductions are divided among two payrolls per month. In months with 3 pay dates, no insurance is deducted from the third pay.** Highmark Blue Cross Blue Shield is the current health and vision carrier and MetLife is the current dental carrier. AXA Equitable provides the life insurance. New hires are eligible for coverage the first of the month following hire date.
2. Civil Service employees serve a one-year probationary period. Paid leave is accrued monthly but no paid sick, vacation or personal leave may be utilized until the six-month mark has been achieved. Any Comp time earned may be before the six-month mark may be utilized with supervisor approval. Leave without pay in the probationary period requires supervisor approval.
3. **Vacation Leave** —  
1-4 years of service 80 hours per year  
5 -14 years of service— 120 hours per year  
15- 20 years of service — 160 hours per year  
21 or more years of service — 200 hours per year  
Employees may carry two full years of vacation before forfeiture. Employees are paid for their unpaid vacation time (up to the two year maximum) at time of termination.
4. **Sick Leave**—Accrue 8 hours per month - Employees may carry 1080 hours of sick leave of which they are eligible for payment upon termination. Sick leave accrued in excess of 1080 hours will be credited to personal leave up to a personal leave balance of 200 hours.
5. **Personal Leave** — 24 hours per year - Personal leave is added to each employee leave record on July I of each year. Sick leave accrued in excess of 1080 hours will also credit to personal leave balance up to the maximum personal leave balance not to exceed 200 hours. Personal leave may be carried over from year to year.
6. **Bereavement Leave** - Employees receive three days bereavement leave for the death of an immediate family member. The definition of immediate family member is found in the City of Martinsburg's Personnel Rules and Policies.
7. Employees receive all governmental **holidays** as outlined in the West Virginia Code. Payment for holidays can be explained by the Fire Chief or Police Chief.
8. **Direct Deposit** services are offered for payroll.
9. Police or Fire Pension Fund - Employees are required to participate at a total of 9.5% of their gross earnings. The City match is determined by a three-year actuarial study.
10. **AFLAC Insurance** Policies - The employee pays 100% of the premium for any voluntarily elected AFLAC policies.
11. **Jury Duty** - Employees will be granted reasonable time off and shall be compensated at the regular rate of pay when required to serve on a jury or attend court sessions when subpoenaed and in a capacity other than a defendant or plaintiff.
12. **Use of City Vehicle** - A City vehicle will be provided, as available, from the work place to conduct City business.
13. Pay Increases - City Council authorizes pay increases, as funds are available, each July I. An employee pay increase is based upon a merit evaluation. Pay increases are not guaranteed.
14. **Longevity** - Employees who have been under the employ of the City of Martinsburg for four (4) years receive \$250 longevity pay. An additional \$50 is added each year thereafter.
15. **Training/Travel** - Employees are reimbursed for training, lodging and meals while traveling on behalf of the City of Martinsburg. Employees whose job requires travel (in connection with City business when a City vehicle is unavailable) may furnish their own vehicle and be reimbursed at the current IRS approved mileage rate for travel.
16. **Tuition Aid** - Employees are reimbursed by the City for 50% of tuition costs for courses leading to a job-related degree for up to two courses or six credits per semester.