

ARTICLE 16: BENEFITS AND ALLOWANCES

Section 1. Social Security

Social Security is established and administered by the Federal Government. Joint contributions from the employee and the employer are based on a percentage of the employee's salary. All employees of the City of Branson are covered by Social Security.

Section 2. Workers' Compensation

All employees are covered by worker's compensation as provided by the Missouri Workers' Compensation Act for all accidental injuries arising out of and in the course of employment.

All on the job injuries must be reported immediately to the employee's supervisor or Director, who shall immediately notify the Human Resources Department. Failure to report an injury immediately, regardless of severity, may be cause for disciplinary action, as well as a possible reduction or loss of certain Workers' Compensation benefits. In the event a determination is made that the injured employee requires medical care, the employee shall be referred to the City of Branson designated occupational health physician or in case of an emergency, the Emergency Room. Any loss of wages occurring on the day of injury shall be covered by the City of Branson.

Section 3. Health and Dental Insurance

Group health and dental insurance is available to all full-time employees and their dependents as defined by the plans' documents. The Board establishes the plans offered and annually establishes the City's contribution toward the coverage. Employees are eligible to opt out of the City's group health insurance plan. Group health and dental premiums paid by the City shall continue to be paid during any paid leave of absence. The City share of premiums shall be paid when the employee is collecting Workers' Compensation, not to exceed one year. The City share of premiums shall be paid when the employee is on unpaid leave of absence not to exceed one calendar month except as otherwise provided in the Family and Medical Leave Policy in Article 18. Subsequent premiums shall be paid by the employee if the employee wishes to continue the insurance coverage.

Continuation coverage is available under federal COBRA laws to qualified individuals who leave the service of the City. Qualifying widows, ex-spouses and children of covered employees may also be eligible for continuation coverage under COBRA.

Section 4. Life Insurance

The City shall provide and fund life insurance protection for every regular full-time employee. Life insurance premiums paid by the City shall continue to be paid during any paid

leave of absence. The City share of premiums shall be paid when the employee is collecting Workers' Compensation, not to exceed one year. The City share of premiums shall be paid when the employee is on unpaid leave of absence not to exceed one calendar month, subsequent premiums shall be paid by the employee if the employee wishes to continue the insurance coverage.

Section 5. Retirement (LAGERS)

All full-time employees are required to join LAGERS after six months of continuous service as full-time regular employees.

Section 6. Voluntary Deferred Compensation Plan

Participation in a voluntary deferred compensation plan is also available to all full-time employees of the City. Contribution amounts are limited as required by Federal Law. Payroll deduction is required for this plan.

Section 7. Clothing Allowance and Uniforms

Uniformed members of departments requiring special uniforms in performance of duties will be supplied with uniforms or a uniform allowance as defined within each department and have same cleaned by the City of Branson as funds are available and budgeted.

Section 8. Other Allowances

The City Administrator shall have the authority to budget for and authorize employee programs, events and compensation allowances to recognize employees for unusual work circumstances and for service to the City.

Section 9. Election Time Off

The City encourages all employees to exercise their constitutional right to vote. City employees will be allowed adequate time (up to three hours maximum) to vote during normal work hours provided that the request is made prior to the day of election. The Director may specify the time during which such employee may be absent. This does not apply to a voter if on the day of election there are three successive hours he is not working while the polls are open. For those employees whose voting location is a relatively long distance from their worksite, please keep in mind that absentee ballot is always an option.

Section 10. Reimbursement for Expenses

The City Administrator shall have the authority to establish Administrative Rules providing for reimbursement to employees for actual and necessary expenses incurred while engaged in City business, including approved travel and conference expenses.

Section 11. Training

- A. **Responsibility for Training:** The Board encourages the training of employees. Responsibility for developing training programs for employees shall be assumed jointly by the Human Resources Director and the Directors, with approval of the City Administrator.
- B. **Credit for Training:** Participation in, and successful completion of, special training courses may be considered in advancements and promotions. Evidence of such activity shall be filed by the employee with the Human Resources Director.
- C. **Reimbursement for Formal Training:** The City Administrator is authorized to establish Administrative Rules regarding tuition reimbursement for job related education.
- D. **Seminars/Workshops/Training Programs:** Employees may be scheduled to attend seminars and workshop training programs as a part of their regular duties with the approval of the Director.