

FMLA

Employees are eligible for benefits and job protection under the Family Medical Leave Act after one year of full-time employment.

Flexible Leave

On July 1 of each fiscal year, all eligible employees are given a bank of ninety-six hours of Flexible Leave.



Forty-eight hours may be used from July to December and the remaining hours may be used from January to June.

Flexible Leave may be used for personal leave, sick leave, family sick leave, and/or maternity leave.

Upon City Council approval, unused Flexible Leave hours may be paid to the employee at the end of the fiscal year at 50% of unused time.

Employees also may convert up to six days of flexible leave to three days of vacation at the end of the fiscal year.

Vacation Accrual for Full-time Employees*

Length of Service	Accrual Rate Per Pay Period	Maximum Accrual
0-3 YEARS	3.08 HOURS	120 HOURS
4-8 YEARS	4.62 HOURS	180 HOURS
9-15 YEARS	6.15 HOURS	240 HOURS
16+ YEARS	7.69 HOURS	300 HOURS

*Department heads accrue at a different rate.

Benefit plans may be changed, modified or terminated at any time.



Human Resources

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City of Sedona



Insurance

We proudly provide all full-time and part-time employees with a variety of choices for medical insurance.

Our insurance includes dental, vision, prescription, and \$50,000 in life insurance. Additionally, the City pays a significant portion of eligible dependent insurance costs.



Insurance benefits begin on the first day of the month following the month of hire.

Health Insurance

Core Plan

The Core Plan offers lower monthly premiums. However, in exchange for these lower premiums, you may have more out-of-pocket medical costs. In most cases, if you elect employee only coverage, you have no premiums to pay.

Copay Plan

This plan has a higher annual deductible and you pay a copay for office visits and urgent care treatment.

Core Plus Plan

The Core Plus Plan offers lower out-of-pocket medical expenses, but you may pay more premiums.

High Deductible Health Plan (HDHP)

The high deductible plan has the lowest monthly premium, but your out-of-pocket medical expenses may be the highest. To help you pay for these increases medical expenses, this plan option includes a Health Savings Account (HSA). The annual deductible must be met before the plan pays medical or prescription drug benefits, with the exception of certain preventive medications and preventative/wellness type services.

Additional Insurance

Through outside insurance companies affiliated with the City, employees may purchase additional life, cancer or accident insurance.

Counseling Services

A confidential Employee Assistance Program is provided for employees and immediate family members and is paid for by the City.

Disability

Upon an employee's six month anniversary, a short term disability plan for qualified non-work related illness or accidents is provided at no cost to the employee. Long term disability is also provided.

Bereavement Leave

Bereavement Leave and a Leave Sharing Plan is available for qualified employees.

Retirement

Employees who work more than twenty hours per week participate in the Arizona State Retirement System (ASRS). Certified police officers are enrolled in Public Safety Personnel Retirement System (PSPRS).



Part-time and temporary employees who are not eligible for ASRS or PSPRS will participate only in the Social Security System.

Voluntary Deferred Compensation Plan

A voluntary deferred compensation plan is offered to employees who wish to defer a portion of their income. Forms are available in the HR office. Enrollment is open any time.

Merit Increases

Each year, if approved by the City Council, an annual merit increase percentage and/or cost of living adjustment is determined. A new employee is on probation for twelve months, however at the end of the first six months of satisfactory service, the employee may be eligible for consideration of one-half of any approved annual merit increases.

Educational Reimbursements

Upon prior approval, funds may be available for educational reimbursements of \$2,500 per fiscal year for accredited colleges or universities and \$5,000 per fiscal year for graduate level degree course work.



Holidays

The City of Sedona recognizes the following holidays: New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

In addition, a floating holiday is allowed each year that can be used any day with prior approval.