

Tooele City's Benefit Package It's About Your Health...Your Lifestyle...and Your Future!

Tooele City Corporation Summary of Employee Benefits Available to Part-time Regular (Non-Public Safety) Employees

Current as of August 2011

*Your benefit package is a large component of your total compensation package. Tooele City's benefits have been designed to consider your health, your lifestyle, and to improve your future. The following is a summary of the benefit package available to **Tooele City part-time regular employees**. This summary is provided as an overview only and is subject to change without notice. Please reference specific plan documents for additional questions and answers. In the event this document and specific plans conflict, plan documents will prevail.*

Part-time regular employees are provided with some benefits, depending on what their pre-arranged estimated work schedule is. Eligibility is as follows:

	Less than 20 Hrs./Week	
Utah State Retirement	No	
IRA's through Utah State Retirement	No	
401K without City contribution	Yes	
Section 125 Cafeteria Plan	No	
Direct Deposit	Yes	
City Cellular Phone Rate Participation	Yes	
Educational Assistance	No	
Sick Leave	Prorated	
Annual Leave	Prorated	
Funeral, Military, Jury & Witness	Prorated	
Holiday Pay	Prorated	

UTAH RETIREMENT SYSTEMS 401K SAVINGS PLAN

Effective July 1, 2011, eligible employees may enroll in the Utah Retirement System 401K Plan upon hire. The 401K Savings Plan provides employees with the opportunity to defer

compensation on a pre-tax basis. All contributions are subsequently invested into options of the employee's choice. Employees may borrow against their 401K Plan. The Plan may also be able to accept your rollover contributions from a prior Plan. Questions should be directed to the plan administrator, the Utah Retirement Office

CELLULAR PHONE GOVERNMENT RATE

Employees may have personal cellular phones hooked up under the Tooele City rate schedule for personal use. This is a substantial discount over regular cellular rates and is available only while employees are in active status. Employees may connect two phones and are responsible for their own billing. Employees may also go through us to purchase personal cellular phones if they do not have one.

ANNUAL, SICK, FUNERAL, MILITARY, JURY & WITNESS LEAVE

Prorated. (See the Policies & Procedures manual for specific provisions relating to use and administration of leave)

HOLIDAY PAY

Tooele City provides employees with 11 paid holidays off. The number of hours you are paid for holidays will be prorated based on your average hours worked during the pay period in which the holiday occurred. To calculate your holiday hours: 1. Add number of hours recorded in the pay period (to include actual hours, vacation, comp-time, and sick leave. 2. Count the number of days with hours recorded in the pay period. 3. Divide #1 by #2 to get the hours to record on that holiday.

Tooele City recognized the following holidays:

New Year's Day	Jan. 1
Human Rights Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Pioneer Day	July 24
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans' Day	Nov. 11
Thanksgiving Day	4 th Thursday in Nov.
Christmas Day	Dec. 25