

TOWN OF LEXINGTON SUMMARY OF BENEFITS

Applicants Copy
(Do Not Return)

The Town of Lexington provides the following benefits to all permanent, full-time employees:

- ◆ **Direct Deposit** – Payroll is deposited directly into the bank account of up to three accounts.
- ◆ **Holidays** – The town observes 12 official holidays per calendar year.
- ◆ **Annual Leave** – Five days the first year, 10 days for years 2-5, 15 days for years 6-15, and 20 days for years 16 and over. Accrual of leave is bi-weekly.
- ◆ **Sick Leave** – Same as Annual Leave.
- ◆ **Retirement Plan** – The Town of Lexington is a member of the South Carolina Retirement System. A retirement plan is provided for each employee at the state mandated cost for the town and the employee. In addition, the employee may choose to participate in the South Carolina Deferred Compensation program (401K, 457 plans).
- ◆ **Insurance** – A comprehensive medical and dental plan is provided for the employee. Group term life insurance in the amount of \$3,000 is included. Dependent Life/Spouse, Dependent Life/Child(ren), Long-Term Care, Supplemental Long Term Disability, and Optional Life are also available.
- ◆ **Money Plus** – A full Section 125 Flex Spending Plan is offered. This includes Premium Pass-Through, Medical Reimbursement and Dependent Care Reimbursement.
- ◆ **Credit Union Membership** – Available at **State Credit Union, Safe Credit Union & Ft. Jackson Federal Credit Union**. Services offered include free checking, savings, loans, etc. plus a full-service travel agency. Members can also purchase discount tickets to S.C. State Museum, Riverbanks Zoo, Biltmore Estate, Disney World, and the S.C. State Fair.
- ◆ **Fitness Center** – The town will pay for the employee's membership to a local fitness center.
- ◆ **Wellness and Safety** – The Town provides flu shots and annual health screenings for employees, as well as programs to promote health, wellness and safety.
- ◆ **Business Discounts** – Employees can receive discounts for contracted cell phones and computers through the Department of Information and Technology.
- ◆ **Compensation Policy** – (Merit increase) Performance appraisals are conducted when six months probation has ended. You must score at least 3.0 on the rating scale to receive an increase. This system is designed to put salaries at the mid-point after three-years of employment. Appraisals are then conducted annually on the anniversary of the date of hire. Annual bonuses.
- ◆ **Employee Appreciation** – Recognition for service after 5, 10, 15, 20 & 25 years.

*** If a position is offered, a pre-employment physical and drug screening is required.**