



**TOWN OF WESTLAKE  
BENEFITS SUMMARY  
EFFECTIVE JANUARY 1, 2007**

<b>HEALTH INSURANCE</b>	Regular full-time employees are provided group health insurance coverage. The employee premium is paid 100% by the Town and dependent premiums are paid 50% by the Town.
<b>DENTAL INSURANCE</b>	Regular full-time employees are provided group dental insurance coverage. The employee premium is paid 100% by the Town and dependent premiums are paid 50% by the Town.
<b>RETIREMENT PLAN</b>	All regular full-time employees participate in TMRS. The employee contributes 7% of their gross pay, which is tax deferred, and is matched 2:1 by the Town of Westlake. After 5 years of service, an employee is vested 100% in the Town's contributions. The purpose of TMRS is to provide a dependable plan for the retirement of employees of Texas Municipalities.
<b>FICA</b>	7.65% of the employee's annual salary is paid into social security, with contributions matched by the Town.
<b>VACATION</b>	<p>Vacation is credited to the employee's vacation bank after 6 months of service. Unused balances do not carry over to the next year. Unused vacation is paid upon separation from the Town.</p> <p>40 hours (5 days) per year for 6 months of service.</p> <p>80 Hours (10 days) per year for 12 – 60 months of service.</p> <p>120 Hours (15 days) per year for 61 – 120 months of service.</p> <p>160 Hours (20 days) per year for 121 months and over.</p>
<b>SICK LEAVE</b>	<p>Sick Leave is credited to the employee's vacation bank after 6 months of service. Unused balances carry over to the next year, no maximum. Unused sick time is not paid upon separation from the Town.</p> <p>40 hours (5 days) per year after 6 months of service.</p> <p>80 Hours (10 days) per year for 12 – 60 months of service.</p> <p>120 Hours (15 days) per year for 61 – 120 months of service.</p> <p>160 Hours (20 days) per year for 121 months and over.</p>



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<b>LIFE INSURANCE</b>	Employees are provided a life insurance policy equivalent to their annual salary at no cost. TMRS extends an additional life insurance benefit equivalent to one year's annual salary to all members.
<b>LONG TERM DISABILITY</b>	The Town provides a long-term disability Plan at no cost to the employee. There is a 90-day waiting period before LTD takes effect.
<b>HOLIDAYS</b>	Regular full-time employees are granted nine (9) paid holidays per year. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. In addition, employees have one (1) floating holiday to use on the day of their choice.
<b>COMPENSATORY LEAVE</b>	Non-exempt employees may elect to accrue compensatory time in lieu of overtime pay. Supervisor approval is required. Compensatory time is accrued at one and a half (1-1/2) hours comp time for each hour of overtime worked.
<b>CAFETERIA PLAN</b>	Employees are eligible to participate in the Section 125 Cafeteria Plan. This plan allows employees to direct portions of their pre-tax salary into a flexible spending account or for pre-tax insurance deductions.
<b>WORKER'S COMPENSATION</b>	All employees are eligible for worker's compensation when injured in the scope of his or her employment for the Town of Westlake. An employee will receive worker's compensation payments during the recovery and recuperation period at no expense to the employee.
<b>CHECKING ACCOUNTS</b>	First Financial Bank offers free checking to employees who utilize direct deposit. Contact the Human Resources office for information.
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP)</b>	Employees have access to confidential counseling and worklife services through HorizonCare Behavioral Services. Other services offered are child care management, stress and anxiety assistance, personal achievement planning, and help with financial and legal concerns.