SUMMARY OF BENEFITS FOR FULL-TIME CITY EMPLOYEES

SICK LEAVE City Hire Date N/A 8 hours of paid leave accured on the last day of the month Vears of Service O 6 months 1 N/A 8 hours of paid leave accured on the last day of the month of 24 hours credited on the 1st day of the month of 24 hours credited on the 1st day of the month of 24 hours credited on the 1st day of the month of 24 hours credited on the 1st day of the month of 24 hours per month 5 years - 19 years N/A 10 hours per month 10 years - 14 years N/A 12 hours per month 10 years - 19 years N/A 12 hours per month 15 years - 19 years or more N/A 14 hours per month 15 years - 19 years or more N/A 14 hours per month 16 years or more N/A 14 hours per month 18 years or service confirm explores the separate and specific departmental poicies. COMPASSIONATE LEAVE City Hire Date N/A Paid leave the accordance with federal and state law and city policy 18 years or more N/A Paid leave the accordance with federal and state law and city policy 18 years or more N/A Paid leave the accordance with federal and state law and city policy 18 years or more N/A Paid leave the accordance with federal and state law and city policy 18 years or more N/A Paid leave when jury service conflicts with normal work schedule 18 years or more N/A Paid leave when jury service conflicts with normal work schedule 18 years or more N/A Paid leave when jury service conflicts with normal work schedule 18 years or more N/A Paid leave when jury service conflicts with normal work schedule 18 years or more N/A Paid leave when jury service conflicts with normal work schedule 18 years or more N/A Paid leave when jury service conflicts with normal work schedule 18 years or N/A Paid leave when jury service conflicts with normal work schedule 18 years or N/A Paid leave when jury service conflicts with normal work schedule 18 years or N/A Paid leave when jury service conflicts with normal work schedule 18 years or N/A Paid leave when jury service conflicts with normal work schedule 18 years or N/A Paid leave when jury service confl	BENEFIT	WHO CONTRIBUTES?	WHEN ARE YOU ELIGIBLE?	WHEN DO YOU CONTRIBUTE	WHAT WILL YOU RECEIVE?
EMPLOYEE RELINESS CENTER City Hire Date N/A Access to workout facility with weights and cardio equipment EMPLOYEE WELLINESS CENTER City Hire Date Roy Engloyee & City Hire Date N/A Recess to backhears exvices and other health and welliness programs ENCK LEAVE City Hire Date N/A Recess to backhears exvices and other health and welliness programs SCK LEAVE City Hire Date N/A Reary of paid beave accentate on the last day of the month of Gold months	DIRECT DEPOSIT	City	Hire Date	Each Pay	Automatic deposit of your bi-weekly paycheck
PRINCIPES WELLNESS CENTER City Hire Date NA Access to healthcare services and other health and wellness programs FLEXIBLE SPENDING ACCOUNT Employee, & City Hire Date NA NA Shours of paid feave accrued on the least day of the month Annual of the month of	CREDIT UNION	City	Hire Date	Each Pay	Access to Members Choice or West Virginia State Credit Union
HEXIBLE SPENDING ACCOUNT Performance Peach Pay Per-acc contributions (up to IRS limits) set aside to pay for eligible medical expenses via Benny debit card SICK LEAVE City Hire Date N/A 8 hours of paid leave accorded on the last day of the month of	EMPLOYEE FITNESS CENTER	City	Hire Date	N/A	Access to workout facility with weights and cardio equipment
SICK LEAVE City Hiso Date N/A 8 hours of patients card Vests of Service Monthly Acrual Vests of Service 10 for 6 months 1 N/A 1	EMPLOYEE WELLNESS CENTER	R City	Hire Date	N/A	Access to healthcare services and other health and wellness programs
Years of Service O to 6 months - 4 years Syears - 9 years N/A - 8 hours per month 10 hours per month 15 years - 19 years N/A - 12 hours per month 16 hours per month 16 hours per month 16 years - 14 years N/A - 12 hours per month 16 hours per month 17 hours per month 18 hours per month 18 hours per month 19 years - 14 years N/A - 12 hours per month 16 h	FLEXIBLE SPENDING ACCOUNT		Hire Date	Each Pay	Pre-tax contributions (up to IRS limits) set aside to pay for eligible medical expenses via Benny debit card
## Of to 6 months - 4 years Ni/A \$ bours per month 6 flad months of employed flow month of flad months of employed flow month of flad months of employed flow months of flad months of employed flow months of flad months of employed flow flow flow flow flow flow flow flow	SICK LEAVE	City	Hire Date	N/A	8 hours of paid leave accrued on the last day of the month
FACATION LEAVE VACATION LEAVE AND A 12 hours per month VACATION LEAVE NOT paid leave for immediate family members VACATION LEAVE VACATION LIFE INSURANCE Employee VACATION LIFE INSURANCE Employee VACATION LIFE INSURANCE Employee VACATION LIFE INSURANCE Employee VACATION LIFE INSURANCE The paid Leave in accordance with federal and sele leave in accordance with federa	*VACATION LEAVE		Years of Service		Monthly Accrual
VACATION LEAVE **CITY** **Grant Spears - 9 years N/A 10 hours per month 10 years - 14 years N/A 12 hours per month 10 years - 14 years N/A 12 hours per month 10 years - 14 years N/A 12 hours per month 10 years - 14 years N/A 14 hours per month 10 years - 14 years N/A 14 hours per month 10 years - 14 years N/A 16 hours per month 16 hours per month 16 years - 14 years N/A 16 hours per month 16 hours per month 16 years - 14 years N/A 16 hours per month 16 hours per month 16 years - 14 years N/A 16 hours per month 16 years - 14 years N/A 16 hours per month 16 years - 14 years N/A 16 hours per month 16 years - 14 years N/A 16 hours per month 16 years - 14 years N/A 16 hours of paid leave for immediate family members N/A 16 hours of paid leave for immediate family members N/A 16 hours of paid leave for immediate family members N/A		City	0 to 6 months	N/A	24 hours credited on the 1st day of the month following
SPACATION LEAVE City Fire and Police have separate and specific departmental policies. COMPASSIONATE LEAVE City Hire Date N/A 10 hours per month 15 years - 19 years N/A 16 hours per month 17 hours of paid leave for immediate family members 17 my 19 my				N/A	
NACATION LEAVE City Fire Date City/Employee BASIC TERM LIFE INSURANCE Employee BASIC TERM LIFE INSURANCE Employee BASIC TERM LIFE INSURANCE Employee WOLUNTARY LIFE INSURANCE Employee VOLUNTARY LIFE INSURANCE Employee Time Date Hire Date Hire Date Hire Date Hire Date Hire Date Ist Pay of Month Tolking hire date Ist Pay of Month Tolking hire date Tolking hire date Tolking hire date Tolking hire date Hire Date Hire Date Tolking hire date					•
YACATION LEAVE 15 years 19 years N/A 14 hours per month					•
15 years 19 years 18 years			10 years-14 years	N/A	12 hours per month
*Non uniform employees may not accumulate no more than 240 vacation hours at any one time. Fire and Police have separate and specific departmental poicries. COMPASSIONATE LEAVE City Hire Date N/A Hy to 16 hours of paid leave for immediate family members MILITARY LEAVE City Hire Date N/A Paid leave in accordance with federal and state law and city policy JURY DUTY LEAVE City Hire Date N/A Paid leave when jury service conflicts with normal work schedule HOLIDAYS City Hire Date N/A Paid leave when jury service conflicts with normal work schedule HOLIDAYS City Hire Date N/A Paid leave when jury service conflicts with normal work schedule HOLIDAYS City Hire Date N/A Paid leave when jury service conflicts with normal work schedule HOLIDAYS City Employee Ist day of month following hire date			15 years- 19 years	N/A	14 hours per month
Fire and Police have separate and specific departmental poicies. COMPASSIONATE LEAVE City Hire Date N/A N/A Paid leave in accordance with federal and state law and city policy JURY DUTY LEAVE City Hire Date N/A Paid leave when jury service conflicts with normal work schedule HOLIDAYS City Hire Date N/A Merage of 12 paid holidays per year MEDICAL INSURANCE City/Employee Ist day of month following hire date following hire date following hire date City/Employee Ist day of month following hire date Ist Pay of Month Park Pay of Month Optional S5,000 spouse and/or \$2,000 child(ren) coverage available Femployee Hire Date Ist Pay of Month Optional \$5,000 spouse and/or \$2,000 child(ren) coverage available Femployee Hire Date Ist Pay of Month Optional \$10,000, \$25,000, \$100,000 \$150,000 or \$200,0000 coverage available Femployee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available Femployee Hire Date Ist Pay of Month Optional \$5,000 or \$20,000 child(ren) coverage available Femployee Femployee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available Femployee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to spouse coverage VOLUNTARY LIFE INSURANCE CHILD(REN) Femployee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available Femployee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to child coverage VOLUNTARY LIFE INSURANCE Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$20,000 coverage available Femployee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available Femployee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to child coverage Optional \$20,000 or \$20,000 coverage available Femployee Hire Date Ist Pay of Month Optional \$20,000 or \$20,000 coverage available Femployee Femployee Hire Date Ist Pay of Month Optional \$20,000 or \$20			20 years or more	N/A	16 hours per month
MILITARY LEAVE City Hire Date N/A Paid leave in accordance with federal and state law and city policy JURY DUTY LEAVE City Hire Date N/A Paid leave in accordance with federal and state law and city policy JURY DUTY LEAVE City Hire Date N/A Paid leave when jury service conflicts with normal work schedule HOLIDAYS City Hire Date N/A Average of 12 paid holidays per year MEDICAL INSURANCE City/Employee Ist day of month following hire date follow					
JURY DUTY LEAVE City Hire Date N/A Average of 12 paid holidays per year MEDICAL INSURANCE City/Employee Ist day of month following hire date DENTAL/VISION INSURANCE City/Employee BASIC TERM LIFE INSURANCE Employee Hire Date Ist Pay of Month following hire date Ist Pay of Month following hire date Ist Pay of Month following hire date N/A Coverage equal to one times annual base salary (up to \$50,000 max) Coverage equal to one times annual base salary (up to \$50,000 max) BASIC TERM LIFE INSURANCE Employee Hire Date Ist Pay of Month Optional \$5,000 spouse and/or \$2,000 child(ren) coverage available VOLUNTARY LIFE INSURANCE Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000. \$100,000 \$150,000 or \$200,0000 coverage available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 coverage available. VOLUNTARY LIFE INSURANCE Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 coverage available. VOLUNTARY LIFE INSURANCE Employee Hire Date Ist Pay of Month Optional \$5,000 coverage available. Semployee available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE Employee Hire Date Ist Pay of Month Optional \$5,000 or \$10,000 coverage available. SHORT-TERMLONG-TERM DISABILITY Employee Hire Date Ist Pay of Month Optional \$5,000 or \$10,000 coverage available. Each Pay Employee coverage equal or greater to child coverage Optional short-term coverage up to 60% of weekly base salary (up to \$1,000) maximum) after a 30 day elimination period, long-term coverage up to 60% of monthly base salary (up to \$5,000) maximum) after a 30 day elimination period, long-term coverage up to 60% of monthly base salary (up to \$5,000) maximum) after a 30 day elimination period, long-term coverage are subjected to periodic review and/or change at the discr	COMPASSIONATE LEAVE	City	Hire Date	N/A	Up to 16 hours of paid leave for immediate family members
HOLIDAYS City Hire Date N/A Average of 12 paid holidays per year MEDICAL INSURANCE City/Employee Ist day of month following hire date DENTAL/VISION INSURANCE City/Employee Ist day of month following hire date Ist Pay of Month	MILITARY LEAVE	City	Hire Date	N/A	Paid leave in accordance with federal and state law and city policy
MEDICAL INSURANCE City/Employee Ist day of month following hire date Each Pay PEIA health plan with optional spouse and/or dependent coverage DENTAL/VISION INSURANCE City/Employee Ist day of month following hire date Ist Pay of Month follo	JURY DUTY LEAVE	City	Hire Date	N/A	Paid leave when jury service conflicts with normal work schedule
DENTALVISION INSURANCE City/Employee Ist day of month following hire date DENTALVISION INSURANCE City/Employee Ist day of month following hire date BASIC TERM LIFE INSURANCE- EMPLOYEE Hire Date Ist Pay of Month Optional \$5,000 spouse and/or \$2,000 child(ren) coverage available DENTALY LIFE INSURANCE- Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000, \$100,000 \$150,000 or \$200,0000 coverage available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE- Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000, \$100,000 \$150,000 or \$200,0000 coverage available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE- Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available ' "Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to spouse coverage VOLUNTARY LIFE INSURANCE- CHILD(REN) BHIP Date Ist Pay of Month Optional \$50,000 or \$10,000 coverage available ' "Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to child coverage Hire Date Ist Pay of Month Optional \$50,000 or \$10,000 coverage available ' "Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to child coverage Hire Date Ist Pay of Month Optional \$50,000 or \$10,000 coverage available ' "Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to child coverage of maximum after a 30 day elimination period, long-term coverage up to 60 of monthly base salary (up to \$5,000 maximum) Employees Employee Hire Date Employee Temployee Employee are required to participate in the State of West Virginia's Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to	HOLIDAYS	City	Hire Date	N/A	Average of 12 paid holidays per year
BASIC TERM LIFE INSURANCE EMPLOYEE BASIC TERM LIFE INSURANCE BASIC TERM LIFE INSURANCE BASIC TERM LIFE INSURANCE BASIC TERM LIFE INSURANCE BEMPLOYEE BEMPLOYEE BEMPLOYEE Hire Date BEMPLOYEE Hire Date BEMPLOYEE BEMPLOYEE BEMPLOYEE Hire Date BEMPLOYEE BEMPLOYEE Hire Date BEMPLOYEE BEMPLOYEE Hire Date BEMPLOYEE BEMPLOYEE BEMPLOYEE Hire Date BEMPLOYEE BEMPLOYEE BEMPLOYEE BEMPLOYEE BEMPLOYEE BEMPLOYEE BEMPLOYEE BEMPLOYEE Hire Date BEMPLOYEE BIT Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available* BEMPLOYEE BIT Pay of Month Optional \$5,000 or \$10,000 coverage available* BEMPLOYEE BIT Pay of Month Optional \$5,000 or \$10,000 coverage available* Optional \$5,000 or \$10,000 coverage available* Optional \$5,000 or \$10,000 coverage available* BEMPLOYEE	MEDICAL INSURANCE	City/Employee	•	Each Pay	PEIA health plan with optional spouse and/or dependent coverage
EMPLOYEE BASIC TERM LIFE INSURANCE - DEEPPONDENT/SPOUSE Composed the Date Hire Date Hire Date Ist Pay of Month Optional \$5,000 spouse and/or \$2,000 child(ren) coverage available Optional \$10,000, \$25,000, \$100,000 \$150,000 or \$200,0000 coverage available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE - Employee Willing Date Hire Date Hire Date Ist Pay of Month Optional \$10,000, \$25,000, \$100,000 \$150,000 or \$200,0000 coverage available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE - Employee Willing Date Willing Date Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE - Employee Willing Date Willing Date Hire Date Ist Pay of Month Optional \$5,000 or \$10,000 coverage available available available available available available available available. Willing Date Hire Date Ist Pay of Month Optional \$5,000 or \$10,000 coverage available available. Optional short-term coverage qual or greater to child coverage available available. Optional short-term coverage qual or greater to child coverage available. Optional short-term coverage up to 60% of weekly base salary (up to \$1.0 maximum) after a 30 day elimination period, long-term coverage up to 60% of monthly base salary (up to \$5.000 maximum) Employee are required to participate in the State of West Virginia's Retirement System based on their class and administered by the Consolide Public Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION PLAN Employee Hire Date Employee Hire Date Employee Hire Date Sephoyee Page 1	DENTAL/VISION INSURANCE	City/Employee	•	1st Pay of Month	Fully insured dental plan and self-insured vision plan with optional spouse and/or dependent coverage
DEPENDENT/SPOUSE Employee Hire Date Ist Pay of Month Optional \$5,000 spouse and/or \$2,000 child(ren) coverage available ODLUNTARY LIFE INSURANCE - Employee Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000, \$100,000 \$150,000 or \$200,0000 coverage available (up to maximum of 5 times annual base salary) VOLUNTARY LIFE INSURANCE - Employee Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available* POUNTARY LIFE INSURANCE - Employee coverage equal or greater to spouse coverage VOLUNTARY LIFE INSURANCE - Employee VOLUNTARY LIFE INSURANCE - Employee Hire Date Ist Pay of Month Optional \$5,000 or \$50,000 coverage available* Poptional \$5,000 or \$10,000 cove		City	Hire Date	N/A	Coverage equal to one times annual base salary (up to \$50,000 max)
EMPLOYEE Employee Hire Date Ist Pay of Month Available (up to maximum of 5 times annual base salary) Av		Employee	Hire Date	1st Pay of Month	Optional \$5,000 spouse and/or \$2,000 child(ren) coverage available
SPOUSE Employee Hire Date Ist Pay of Month Optional \$10,000, \$25,000 or \$50,000 coverage available Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to spouse coverage		Employee	Hire Date	1st Pay of Month	*
VOLUNTARY LIFE INSURANCE - CHILD(REN) Employee Hire Date 1st Pay of Month Optional \$5,000 or \$10,000 coverage available* *Employee coverage equal or greater to child coverage SHORT-TERM/LONG-TERM DISABILITY Employee Hire Date 1st Pay of Month Optional \$5,000 or \$10,000 coverage available* Optional short-term coverage up to 60% of weekly base salary (up to \$1,000 maximum) after a 30 day elimination period, long-term coverage up to 60 of monthly base salary (up to \$5,000 maximum) Employee Hire Date Each Pay Employees are required to participate in the State of West Virginia's Retirement System based on their class and administered by the Consolidate Public Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION PLAN Employee Hire Date Employee Hire Date Employee Hire Date Each Pay Optional tax-deferred supplemental retirement plan with a number of different investment options available		Employee	Hire Date	1st Pay of Month	Optional \$10,000, \$25,000 or \$50,000 coverage available*
CHILD(REN) Employee Hire Date SHORT-TERM/LONG-TERM DISABILITY Dottomal \$5,000 or \$10,000 coverage available Optional short-term coverage up to 60% of weekly base salary (up to \$1,0 maximum) after a 30 day elimination period, long-term coverage up to 60 of monthly base salary (up to \$5,000 maximum) Employees are required to participate in the State of West Virginia's Retirement System based on their class and administered by the Consolida Public Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION PLAN Employee Hire Date Each Pay Optional tax-deferred supplemental retirement plan with a number of different investment options available			*Employee must also enr	oll in Voluntary Life I	nsurance - Employee coverage equal or greater to spouse coverage
*Employee must also enroll in Voluntary Life Insurance - Employee coverage equal or greater to child coverage SHORT-TERM/LONG-TERM DISABILITY Employee Hire Date 1st Pay of Month maximum) after a 30 day elimination period, long-term coverage up to 60 maximum) after a 30 day elimination period, long-term coverage up to 60 of monthly base salary (up to\$5,000 maximum) Employees are required to participate in the State of West Virginia's Retirement System based on their class and administered by the Consolida Public Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION PLAN Employee Hire Date Employee Build In Voluntary Life Insurance - Employee coverage equal or greater to child coverage Optional short-term coverage up to 60% of weekly base salary (up to \$1,0 maximum) maximum) after a 30 day elimination period, long-term coverage up to 60 of monthly base salary (up to \$5,000 maximum) Employees are required to participate in the State of West Virginia's Retirement System based on their class and administered by the Consolida Public Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION Employee Hire Date Each Pay Optional tax-deferred supplemental retirement plan with a number of different investment options available		Employee	Hire Date	1st Pay of Month	Optional \$5,000 or \$10,000 coverage available *
SHORT-TERM/LONG-TERM DISABILITY Employee Hire Date 1st Pay of Month maximum) after a 30 day elimination period, long-term coverage up to 60 of monthly base salary (up to\$5,000 maximum) Employees are required to participate in the State of West Virginia's Retirement System based on their class and administered by the Consolida Public Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION PLAN Employee Hire Date Each Pay Optional tax-deferred supplemental retirement plan with a number of different investment options available			*Employee must also enr	oll in Voluntary Life In	nsurance - Employee coverage equal or greater to child coverage
RETIREMENT City/Employee Hire Date Each Pay Retirement System based on their class and administered by the Consolida Public Retirement Board (CPRB). Contributions for members and employ are a percentage of payroll, and are established in State Code. Percentage are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION PLAN Employee Hire Date Each Pay Optional tax-deferred supplemental retirement plan with a number of different investment options available		Employee	Hire Date	1st Pay of Month	, , , , , , , , , , , , , , , , , , , ,
are subject to periodic review and/or change at the discretion of the West Virginia Legislature 457 DEFERRED COMPENSATION Employee Hire Date Each Pay Optional tax-deferred supplemental retirement plan with a number of different investment options available	RETIREMENT	City/Employee	Hire Date	Each Pay	Employees are required to participate in the State of West Virginia's Retirement System based on their class and administered by the Consolidated Public Retirement Board (CPRB). Contributions for members and employers are a percentage of payroll, and are established in State Code. Percentages
PLAN Employee Hire Date Each Pay different investment options available			*		are subject to periodic review and/or change at the discretion of the West
		N Employee	Hire Date	Each Pay	
EMPLOYEE ASSISTANCE PLAN Employee Hire Date N/A Confidential professional assistance available through a number of local professionals	EMPLOYEE ASSISTANCE PLAN	Employee	Hire Date	N/A	Confidential professional assistance available through a number of local professionals

Notice: This Summary of Benefits is being provided for educational and informational purposes only. It should not be construed or implied to be an express or implied contract for employment or a promise of continued employment for a specific period. Please be aware the benefits listed herein are not guaranteed, and are subject to change at anytime, for any lawful reason including, but not limited to change in law, City policy or budgetary appropriations by Charleston City Council. Should there be an error, omission or discrepancy between this Summary of Benefits and City policy, the City policy shall prevail.