



Dear New Hire,

Welcome to employment with the City of Lynchburg! You are joining a group of dedicated public servants that work together to provide excellent service to our citizens. Our mission, “**Responsive, Effective Local Government**” represents the values and principles that drive our efforts on behalf of the community. New members of our team are carefully selected and you have been chosen to carry on a tradition of dedication and excellence.

Your employment will begin with an orientation program scheduled at 8:30 a.m. Please report to the Office of Human Resources, located on the 3rd Floor of City Hall, 900 Church Street. Orientation will last six hours. You will receive an email with a temporary permit for the Mid-Town parking deck that you may use during orientation. The Mid-Town deck is located across Main Street from the Galleria. You will not have an opportunity to move your car during Orientation. Directions are attached.

At this time, you will have the opportunity to complete all required paperwork and sign up for those benefits for which you are eligible. Included in this envelope is a pamphlet describing City benefits and options, along with other general information. **More information can be found on our website, [www.lynchburgva.gov](http://www.lynchburgva.gov) – go to City Departments > Human Resources > New Hire Portal.**

Please take the time to review these benefits prior to your first day, and come prepared to ask questions and make decisions about tax withholding, direct deposit, and benefit options.

So that legal requirements can be met and your time is used most efficiently, there are several things you need to bring with you:

- Two forms of identification (please see attached listing of acceptable documents; contact our office at (434) 455-4200 prior to your orientation if you have any questions or if you do not possess the required documentation)
- Names, birth dates, and Social Security numbers of all dependents you wish to add to your health, dental or optional life insurance (Full-Time Employees)
- Voided check for checking account where you wish to have your paycheck deposited (or account information that includes your account number and bank routing number)

We look forward to meeting you and welcoming you to the City’s team. Please give us a call at (434) 455-4200 if you have any questions prior to your orientation.

Sincerely,  
Margaret M. Schmitt  
Director of Human Resources

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

### LISTB

Documents that Establish  
Identity

### LISTC

Documents that Establish  
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

## Savings Bonds

United States Savings Bonds in \$100 denominations can be purchased through payroll deduction.

## Lynchburg Municipal Employee Federal Credit Union

Lynchburg Municipal Employee Federal Credit Union is a non-profit federally insured agency offering savings and checking accounts, low interest loans, payroll deductions for share accounts and loans, direct deposit and other services.

## United Way

The City of Lynchburg allows employees to contribute to the United Way of Central Virginia through payroll deduction. Your voluntary donation will be deducted from your net earnings.

## Deferred Compensation

Deferred compensation is an individual investment plan, similar to a 401(k) plan, authorized by section 457 of the Internal Revenue Code. The plan allows you to set aside a certain portion of your income on a tax-deferred basis for retirement. Participation may start anytime on or after your date of hire.

## Employee Assistance Program

The City of Lynchburg contracts with All Points EAP, a local private non-profit agency to provide employee assistance for its employees and their families. All Points EAP delivers confidential services to help solve personal problems which may interfere with work performance or home life

## Directions to City Hall

### From Route 29 North...

Take the Main Street/Downtown Exit No. 1A. Turn right onto Main Street.

### From Route 29 South...

Take the Main Street/Downtown Exit No. 1. Turn left onto Main Street.

### From 460 West...

Stay on 460 West  
Take the 2<sup>nd</sup> Candler's Mtn. Road Exit  
Take US-29N ramp towards Charlottesville  
Take the 2<sup>nd</sup> Main Street, Exit No. 1A, towards downtown.

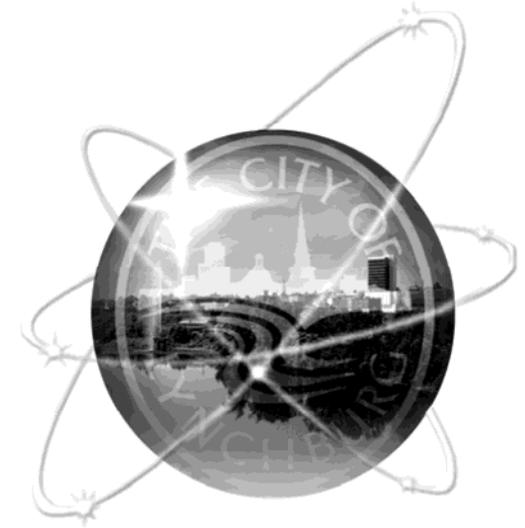
### From 460 East...

Stay on 460 East  
Take the US-501S/Lynchburg Expressway ramp towards US-29  
Stay straight to go onto US-29 North Take the 2<sup>nd</sup> Main Street, Exit No. 1A, towards downtown.

### Once on Main Street...

Take left off of Main Street onto Ninth Street. Turn left onto Church Street. Follow Church Street to City Hall, immediately on left.

# Employee Benefits (All)



## Our Values...

Customer- Focused... Integrity...  
Open Communication... Personal  
Responsibility...

## Congratulations on your

**new job!** This pamphlet was prepared as an introduction to the benefits provided by the City of Lynchburg for Full-Time employees. The information presented here is a summary of the detailed set of benefits and programs you will receive at orientation.

## Human Resources Department

900 Church Street  
Lynchburg, VA 24504  
TEL: (434) 455-4200  
FAX: (434) 845-4304

## Retirement, Disability & Life Insurance

The Virginia Retirement System provides retirement, disability and death benefits to employees and/or their beneficiaries. The City pays 20.89% of base pay towards the retirement and disability benefit and employees pay the 5% member portion of this benefit. Life insurance is provided at no cost to the employee.

## Medical & Dental Coverage

Medical and Dental coverage is provided through the City's comprehensive self-insurance program. The City shares the cost of the employee premium. Your share is waived when you enroll in the Health Management Program (HMP). You can add your eligible family members to the coverage for a reasonable amount.

Contributions for eligible family members are made on a pre-tax basis, unless you indicate otherwise. Contributions are deducted one month in advance.

Medical and Dental coverage begins the first of the month following your date of full-time hire. You must submit a completed application within 31 days of hire for coverage to be effective.

### Medical Plan...

The City participates in a Preferred Provider plan (PPO) administered by Piedmont Community Health Plan (PCHP). The plan focuses on wellness benefits as well as benefits for illness and injury. A listing of network physicians is available on PCHP's website at [www.pchp.net](http://www.pchp.net)

### Medical Plan Highlights...

Deductible .....\$500  
Office Visit (no deductible) .....\$20

### Medical Plan Highlights...

Specialist Office Visit (no deductible)..\$30  
Coinsurance..... 80% Rx Coverage..... 40% NOTE: Mandatory Mail Order for maintenance medications. Plan benefit

based on generic prescription price (mandatory generic).

Coverage	Your Monthly Share
Employee Only.....	\$0 w/HMP
Employee + Child.....	\$178
Employee + Spouse.....	\$208
Family.....	\$374
Family (2 married City Employees).....	\$52

### Dental Plan...

The dental expense assistance plan is designed to help you provide for regular dental care. The plan is administered by Anthem Blue Cross Blue Shield. Although there is no penalty, benefits are greater when you use an Anthem provider. A list of participating providers is available on Anthem's website at

<http://www.anthem.com/mydental>

### Dental Plan Highlights...

Deductible for Basic & Major Benefits \$50 (12 month waiting period)  
Diagnostic & Preventive Benefits 100% UCR Basic Benefits.....80% UCR Major Benefits .....60%  
Orthodontia.....50%

Coverage	Your Monthly Share
Employee Only.....	\$0
Employee + Child.....	\$20
Employee + Spouse.....	\$20
Family.....	\$35

## Health Management Program

The City supports a healthy workforce by providing a Health Management Program. This voluntary program includes regular health assessments and access to a certified nurse practitioner for health risk management and treatment of illness at no cost or co-pay. Eligible employees receive vision coverage as an added benefit of participation and the employee share of the medical plan cost is waived.

# Employee Benefits (Full-Time)

## Vision Program

When a full-time employee enrolls in the City's Health Management Program, he or she is also eligible for City provided vision coverage at no cost. Family members may be added as follows:

Coverage	Your Monthly Share
One dependent: .....	\$4
Family .....	\$8

## Tuition Assistance

Tuition assistance is available to eligible City employees for coursework toward a college degree, certification or career development program after one year of service with the City

## Paid Time Off

Full-Time Classified employees receive the following paid time off:

### Annual (Vacation) Leave...

(earned at the following rates)

0-5 years service earns 8 hrs. per month  
6-10 years service earns 10 hrs. per month  
11-15 years service earns 12 hrs. per month  
16-20 years service earns 14 hrs. per month  
20+ years service earns 16 hrs. per month

\*A maximum of 288 hours may be carried forward each calendar year.

### Sick Leave...

Accrued at the rate of 8 hours per month, to a maximum of 960 hours.

### Personal Leave...

8 hours is earned when hired; Employees receive 16 hours per year thereafter.

### Paid Holidays...

New Year's Day	Labor Day
MLK Day	Thanksgiving Day
Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Day	Independence
	Christmas Day

## **Flexible Spending Account**

Flexible spending is a plan that allows you to designate deductions on a tax-free basis to be used for reimbursement for eligible health, childcare or parking expenses that otherwise are not paid for by a plan.

Participation may begin on the first of the month following your date of hire and must be renewed each plan year. Your application must be completed within 31 days of your hire date.