



Dear New Hire:

Welcome to employment with the City of Lynchburg! You are joining a group of dedicated public servants working together toward our vision of making Lynchburg “**A Great Place to Work, Live and Play**”. Our mission: “**To deliver efficient, effective and equitable service to residents, workers and visitors and to build a stronger community**”, 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 chosen to join us to carry on a tradition of dedication and excellence. The information in this letter is your gateway to a successful first day and on-going satisfaction with your job.

Your employment will begin with an orientation program. It is important that you review the contents of this letter and come prepared to ask questions and make decisions about tax withholding, direct deposit, and benefit options. Enclosed you will find a summary of City benefits and options, along with other general information. **More information can be found on our website, <http://www.lyncburgva.gov/new-hire-portal>; once you are on the site, go to Employee Portal> Employee Benefits.**

The staff in Human Resources, located on the 3rd floor of City Hall, 900 Church Street, will formally welcome you to City employment during the orientation beginning at **8:30 a.m. and finishing by 4:30 p.m.** on that day, with lunch on your own. 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 on Main Street across from the Galleria. You will not have an opportunity to move your car during Orientation so please avoid street parking.

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)
- 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)
- If you plan to enroll your spouse and/or other dependents in the benefit plans, you will need to bring the appropriate legal documentation that support the relationship such as marriage license, birth certificates, or court documents as well as social security numbers to complete the enrollment forms.

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.

Paid Time Off

Full-Time employees receive the following paid leave in addition to holidays.

Paid Time Off - PTO...

8 hours are awarded at time of hire and then additional hours accrue monthly as follows:

Months of Service	Hours Accrued per Month
0-36	10
37-60	12
61-120	14
121-180	16
181-240	18
240+	20

Paid Holidays...

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

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.

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 2nd Candler's Mtn. Road Exit
Take US-29N ramp towards Charlottesville
Take the 2nd Main Street, Exit No. 1A,
towards downtown.

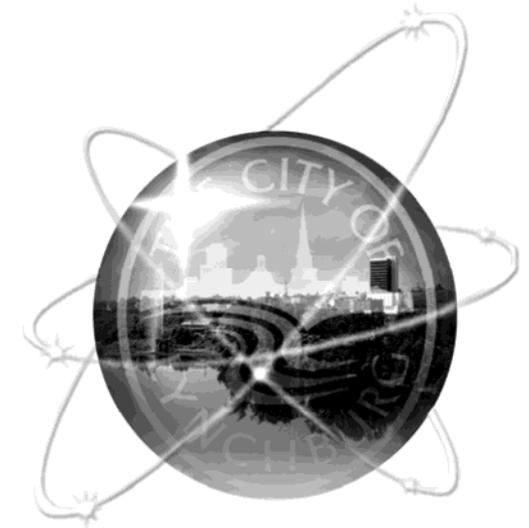
From 460 East...

Stay on 460 East
Take the US-501S/Lynchburg Expressway
ramp towards US-29
Stay straight to go onto US-29 North
Take the 2nd 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



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 member contribution of 5% of base pay. VRS Hybrid members may elect to contribute an additional 4%. 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

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 Generics. Mandatory Mail Order for maintenance medications.

Coverage	Your Monthly Share
Employee Only.....	\$0 w/HMP
Employee + Child.....	\$178
Employee + Children.....	\$325
Employee + Spouse.....	\$214
Family.....	\$385
Family (2 married City Employees).....	\$54

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.

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

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.

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.

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.