



EMPLOYEE SALARY & BENEFITS

SALARY

- Employees are placed on a 25-step (10-step for police officers) salary schedule at the time of hire and generally earn a step increase on January 1 or the employee's anniversary date. Cost of living increases are provided on January 1 subject to available funds.

BENEFITS BEGINNING ON DATE OF HIRE

- **Group Health Insurance** is provided with coverage effective the 1st or 16th of each month following date of hire. The employee share of the premium is a pre-tax deduction. The City currently offers a high deductible plan with a Health Savings Account. The City contributes to the employee's HSA annually in January (\$1,600 to \$2,500 in 2026). Annual rewards of up to \$450 are also available for participating in wellness programs. A cash stipend of \$3,000 a year is available to employees who do not participate in the health plan.
- Regular full-time employees earn one day of **sick leave** per month from date of hire. Employees may accrue a maximum of 992 hours. Employees who accrue in excess of 350 hours may be eligible to convert sick leave to vacation leave at the end of each year. Employees who have accrued in excess of 992 hours are eligible for additional compensation at the end of each year.
- Regular full-time employees earn **vacation-annual leave** at the following rates:
 - 0 - 3 years earns 8 hours per month (3.70 hours/pay period)
 - 4 - 7 years earns 10 hours per month (4.62 hours/pay period)
 - 8 - 12 years earns 12 hours per month (5.54 hours/pay period)
 - 13 - 18 years earns 14 hours per month (6.47 hours/pay period)
 - Over 18 years earns 16 hours per month (7.39 hours/pay period)*The City Administrator may grant credit for years of experience to highly-qualified employees.*
- **Paid Holidays** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve (1/2 day), Christmas, Good Friday
- **Funeral Leave** 3 days for immediate family
- The City offers group **Dental, Vision, Voluntary Life, and Supplemental** (Aflac and MetLife) insurance at the employee's expense. Dental and Vision are pre-tax deductions.
- **North Dakota Public Employees Retirement System.** All full-time employees participate in the NDPERS Defined Contribution or Public Safety (police officers and firefighters) retirement plan, with the option to receive additional matching funds from the City up to 3% of the employee's gross salary through a pre-tax payroll deduction. Employees are fully vested after four years (DC) or 36 months (Public Safety). Employees may also contribute additional pre-tax dollars to a 457 deferred compensation plan.

BENEFITS BEGINNING AFTER 6-MONTH INTRODUCTORY PERIOD

- **Group Life, AD&D, Long-Term Disability, and Line-of-Duty Insurance** is provided by City at no cost to employee. Life and AD&D are both equal to two times the employee's annual earnings up to a maximum of \$300,000. LTD is equal to 60% of monthly earnings, reduced by deductible income, to a monthly maximum of \$8,000. An additional line of duty policy of \$50,000 is provided for police officers and firefighters.
- Paid training and continuing education, including travel expenses, for qualified employees