

**City of Johnston**  
**Employee Benefits**  
**Part-Time Employees**  
**Effective July 1, 2008**

Please contact Stephanie Reynolds, Assistant City Administrator (727-7769), with any questions regarding benefits.

***Paid Holidays/Personal Leave***

Part-time employees shall observe the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving
- The day before Christmas or the day after Christmas as determined by the City Administrator
- Christmas Day

***Paid-Time-Off (PTO)***

All permanent part-time employees accrue paid-time-off (PTO) according to the following schedules:

***Non-Exempt Part-time Employee Accrual Schedule (20-30 hours per week)***

***Maximum Accrual Amount – 190 hours***

0 - 5 Years of Employment:	3.27 hours bi-weekly
5 - 10 Years of Employment:	4.04 hours bi-weekly
10 - 15 Years of Employment:	4.81 hours bi-weekly
15 + Years of Employment:	5.58 hours bi-weekly

***Non-Exempt Part-Time Employee Leave Accrual Schedule (30-39 hours per week)***

***Maximum Accrual Amount – 285 hours***

0 - 5 Years of Employment:	4.90 hours bi-weekly
5 - 10 Years of Employment:	6.06 hours bi-weekly
10 - 15 Years of Employment:	7.22 hours bi-weekly
15 + Years of Employment:	8.36 hours bi-weekly

***IPERS***

All full-time and permanent part-time employees are required to participate in the Iowa Public Employees' Retirement System (IPERS). Contribution rates are listed below:

	<b>Regular Classification</b>	<b>Protected Classification (Police and Fire Departments)</b>
Employee contribution rate	4.10% of annual wages	5.63% of annual wages
Employer contribution rate	6.35% of annual wages	8.45% of annual wages

***Banking/Financial Institutions***

Wells Fargo, N.A. offers free checking accounts and other banking services to City of Johnston employees. Visit a Personal Banker at the Johnston branch of Wells Fargo, N.A. and identify yourself as a City of Johnston employee to learn more about the free services provided.

***Payroll Period***

The City has a bi-weekly payroll period (26 pay periods per year).