



Employee Benefits Summary

The City of Helotes offers a generous benefit package. The following benefits are offered to all full-time employees as part of the City's total compensation package:

Medical - Medical Insurance is provided to the employee at no cost. We offer an HMO plan and a Health Savings plan. If you choose to add your spouse or children, then there is a cost to the employee (See Payroll Deductions Sheet).

Dental - Dental Insurance is provided to the employee at no cost. If you choose to add your spouse or children, then there is a cost to the employee (See Payroll Deductions Sheet).

Vision - Vision Insurance is provided to the employee at no cost. If you choose to add your spouse or children, then there is a cost to the employee (See Payroll Deductions Sheet).

Life - Life Insurance is provided to the employee at no cost. In addition, the City has short term and long term disability benefits. If you choose to add your spouse or children, then there is a cost to the employee (See Payroll Deductions Sheet).

TMRS - Texas Municipal Retirement System is the City's Retirement System. Employees become a member of this system when they become full-time. A portion of your pay is put into a retirement account.

Mission Square - is an additional retirement system. This is optional to the employee. If you become a member, you choose the amount you want deducted from each paycheck.

Holidays - Employees receive 15 scheduled holidays and 1 floating holiday. The purpose of the floating holiday is to allow employees to recognize a personal or ethnic observation of significance to the employee.

Payday - Employees are paid bi-weekly. All employees use direct deposit. Payroll is done on Mondays and your funds are available to you by Friday. During the holidays, these days may change.

Employee Assistance Program - Paid by the City.