

THE CITY OF
BURLESON
TEXAS

2025 BENEFITS
guide
FOR EMPLOYEES OF THE CITY OF BURLESON



**LOOK INSIDE
FOR IMPORTANT
INFORMATION ON
YOUR 2025 BENEFITS
PROGRAM.**

HELPING YOU THRIVE

welcome

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the City of Burleson offers a comprehensive and competitive benefits program that provides you with options when it comes to choosing what's right for you and your family. We are also committed to providing you with the tools and resources you need to live well. At the same time, we look to you to use the health care resources at your disposal to make informed decisions.

Please review this guide carefully for highlights of our benefits and discuss your options with your family.

Getting Started

WHO IS ELIGIBLE

You are eligible for benefits if you are a regular, full-time employee working 30 or more hours per week. You may also enroll your eligible dependents under certain plans you choose for yourself. Eligible dependents include:

- Your legally married spouse, registered domestic partner or registered spouse through informal marriage.
- Your children who are your natural children, stepchildren, adopted children, your registered domestic partner's children or children for whom you have legal custody (up to age 26). Disabled children age 26 or older who meet certain criteria may continue on your health coverage.

NEW HIRE WAITING PERIOD

New hire insurance benefits will begin immediately. Insurance elections should be made no later than two weeks after your hire date (the sooner, the better). Note: Premium deductions will be taken from your first paycheck, regardless of your start date.

DEPENDENT ELIGIBILITY VERIFICATION

If you are adding dependents to your health and/or dental coverage, you must submit copies of documentation in the BenTek Document Center or to Human Resources verifying their eligibility within 30 days of your hire date or qualifying life event (if applicable). You must also submit your dependents' Social Security numbers. Examples of documentation include:

- Marriage certificate
 - » If you've been married longer than the current calendar year, you must also provide your current year tax filing showing filing status and joint return with spouse's name included (may block out dollar amounts and other confidential information)
- Birth certificate and Social Security number
- Divorce decree

OPT-OUT OPTION

If you are a full-time employee covered under the City's health plan and are eligible for coverage through another plan (e.g., spouse's or parent's plan, retirement or military), you may opt out of health coverage with the City and receive \$200 per month. To opt out, submit written proof of coverage through your other plan. Please note you may not enroll in City health coverage until our annual Open Enrollment period, unless you experience a qualifying life event. If you and your spouse are both employed by the City, you may enroll in separate plans or elect to be a dependent of the other. Enrolling as a dependent is not considered opting out because you would still be covered by the City plan.

BENEFITS & ENROLLMENT SUPPORT

If you have questions on your benefits, please contact Human Resources or Advocate 4 Me at (866) 844-4864 or www.myuhc.com. For help enrolling in coverage, contact the BenTek® Support Line at support@mybentek.com or (877) 523-6835 Monday through Friday, 8:30 a.m. to 5 p.m. CT.

How to Enroll

Log into mybentek.com/cityofburleson, then:

- If you are a first-time user, click on "Create an Account" and follow the step-by-step instructions. Use your first and last name as a username (e.g., john.smith or jane.johnson). Note: You will need your employee ID number and the last four digits of your Social Security number.
- Click on the Menu button and then "Employee Benefits Center." Depending on your reason for enrolling, select "New Hire Orientation," "Open Enrollment" or "Qualifying Event."

Qualifying Life Events

Due to IRS regulations, you cannot change your elections until the next annual Open Enrollment period, unless you have a qualifying life event during the year. The following are examples of the most common qualifying life events:

- Marriage or divorce
- Birth or adoption of a child
- Child reaching the maximum age limit
- Death of a spouse, registered domestic partner (RDP) or child
- Change in child custody
- Change in coverage election made by your spouse/RDP during their employer's Open Enrollment period
- Your or your dependents' loss of coverage on another plan

It is your responsibility to provide appropriate documentation and make changes to your benefit elections in BenTek and by contacting Human Resources within 30 days of the event. If you fail to do so, you will not be able to enroll or make changes until the next Open Enrollment period.

health

Medical Coverage

UNITEDHEALTHCARE (UHC)

We are proud to offer medical coverage that not only provides coverage for illness and injury, but also enables you and your family to focus on staying well. Both plans are exclusive provider organization (EPO) plans, meaning they generally do not provide out-of-network coverage. The following is a high-level overview of the coverage available to you. For complete coverage details, please refer to the Summary Plan Description (SPD), found on www.BurlesonTX.com/employeeforms.

Note: The Extended Non-Network Reimbursement Program (ENRP) reimburses you for out-of-network claims. You may be responsible for paying the difference between what the out-of-network provider charges and what the plan covers. This is known as balance billing.

Plan Feature	High-Deductible/HSA Plan	Copay Plan
	In-Network	In-Network
Network	Choice Network	
Annual Deductible		
Individual	\$3,500	\$2,500
Family	\$7,000	\$5,000
Annual Out-of-Pocket Maximum (includes deductible)		
Individual	\$5,000	\$4,000
Family	\$10,000	\$8,000
Annual City Contribution to the Health Savings Account (HSA) — January: First half deposited; July: Second half deposited		
Individual	\$850	N/A
Family	\$1,700	N/A
Services		
Office Visit	You pay 20% after deductible	\$25 copay
Specialist Visit	You pay 20% after deductible	\$50 copay
Wellness Visit	Covered at 100%	Covered at 100%
Hospital Stay (Inpatient & Outpatient)	You pay 20% after deductible	You pay 20% after deductible
Urgent Care	You pay 20% after deductible	\$50 copay
Telemedicine (Virtual Visits)	\$54 copay	\$0 with designated virtual network provider
Emergency Room	You pay 20% after deductible	\$250 copay
LabCorp/Quest Preferred Network Lab (Non-Routine)	You pay 20% after deductible	You pay 20% after deductible
Prescription Drugs (Generic/Brand/Non-Formulary/Specialty)		
Retail Pharmacy (30-day supply)	\$0/\$35/\$70/\$200 after deductible	\$0/\$35/\$70/\$200 copay
Mail Order (90-day supply)*	\$0/\$70/\$140 after deductible	\$0/\$70/\$140 copay

*Biotech medication is not eligible.

Annual Medical Preventive Exam

Remember, there is no waiting period between annual exams—you can schedule your annual preventive exam even if it's been less than 12 months since your last exam. Regular checkups and preventive care are the best way to stay on top of your health and ensure your well-being.



Health Savings Account (HSA)

Our High-Deductible/HSA Plan offers comprehensive health care coverage at a lower premium and higher deductible than traditional health care plans. As its name suggests, the plan also features an HSA. You can use funds in this account to pay for eligible services, or you can choose to pay for these expenses out of your own pocket and save your HSA funds for future expenses on a tax-free basis. Note: You can only use HSA funds as they are deposited in your account. You can always reimburse yourself later once you have accumulated funds in your account.

HOW YOUR HSA IS FUNDED

City Contributions

If you enroll in the High-Deductible/HSA Plan, you will receive an annual City contribution of \$850 for individual coverage and \$1,700 for all other tiers into an HSA. The City will make these contributions in two deposits; the first half in January and the second half in July. This contribution is meant to partially offset the High-Deductible/HSA Plan's higher deductible.

Note: Employees hired after January 1 or July 1 will have their first HSA City contribution prorated based on their hire date.

Your Contributions*

There are several ways to contribute money to your HSA:

- Pre-tax contributions through payroll deductions
- After-tax cash contributions that are deductible when you file your taxes
- Catch-up contributions up to \$1,000 per year if you are over age 55 (until you enroll in Medicare)

Total Annual Contribution Limit

It is important to note that your contributions, when combined with any contributions from the City, may not exceed the IRS annual maximum of \$4,300 for individual coverage and \$8,550 for family coverage in 2025. Note: Individuals 55 and older may make additional "catch-up" contributions of up to \$1,000 each year until they enroll in Medicare.

QUALIFIED HEALTH CARE EXPENSES

The HSA enables you to pay for the following qualified health care expenses on a tax-free basis:

- Qualified medical, dental and vision expenses not covered by the plan, as defined by the IRS in Publication 502, available online at www.irs.gov/pub/irs-pdf/p502.pdf
- COBRA premiums
- Qualified long-term care insurance and expenses
- Health insurance premiums when receiving unemployment compensation
- Medicare and, for those over age 65, retiree health insurance premiums (excluding Medicare Supplement and Medigap premiums)

HSA RESTRICTIONS

To be eligible to open an HSA and receive the City contribution (if applicable):

- You must be enrolled in an HSA-qualified high-deductible health plan (HDHP).
- You cannot be covered by any other medical plan that is not an HSA-qualified HDHP.
- You must not be eligible to be claimed as a dependent on another individual's tax return.
- You must not be enrolled in Medicare or TRICARE.
- If you are a veteran, you must not have received veteran benefits within the last three months, except for preventive care.
- You must not be active military.
- You and your spouse must not have a health care flexible spending account (FSA) or health reimbursement account (HRA). However, you may enroll in a limited-purpose health care FSA.

THE HRA VS. HSA

If you are enrolled in the High-Deductible/HSA Plan but are not eligible to open an HSA, you may participate in a health reimbursement account (HRA) instead. Unlike the HSA, you may not contribute to the HRA. Instead, the City will contribute \$850 for individual coverage and \$1,700 for all other tiers to your account each year, and unused funds roll over from year to year. The City will make these contributions in two deposits; the first half in January and the second half in July.

**You must be enrolled in a qualified high-deductible health plan to contribute to an HSA.*

health

Health Care & Dependent Care FSA

FLORES

We provide you with an opportunity to participate in up to two different flexible spending accounts (FSAs), which allow you to set aside a portion of your income, before taxes, to help pay for qualified health care and/or dependent care expenses. Because that portion of your income is not taxed, you pay less in federal income, Social Security and Medicare taxes.

Health Care FSA

You may contribute up to the 2025 limit of \$3,300 to cover qualified health care expenses incurred by you, your spouse, and your children up to age 26. We will provide employees the opportunity to update their election if the limit is raised. Some qualified expenses include:

- Coinsurance
- Copayments
- Deductibles
- Prescriptions
- Dental treatment
- Orthodontia
- Eye exams/eyeglasses
- LASIK eye surgery

For a complete list of eligible expenses, visit www.irs.gov/pub/irs-pdf/p502.pdf.

Limited-Purpose Health Care FSA (for High-Deductible/HSA Plan participants only)

If you enroll in the High-Deductible/HSA Plan, you may only participate in a limited-purpose health care FSA. This type of FSA allows you to pay for eligible dental, orthodontia and vision expenses while preserving your HSA funds for eligible medical expenses.

Dependent Care FSA

For 2025, you may contribute a minimum of \$100 or up to \$5,000 (per family) to cover eligible dependent care expenses (\$2,500 if you and your spouse file separate tax returns). Some eligible expenses include:

- Care of a dependent child under the age of 13 by babysitters, nursery schools, pre-school or daycare centers
- Care of a household member who is physically or mentally incapable of caring for themselves and qualifies as your federal tax dependent

For a complete list of eligible expenses, visit www.irs.gov/pub/irs-pdf/p503.pdf.

FSA RULES

YOU MUST ENROLL EACH YEAR TO PARTICIPATE.

Because FSAs can give you a significant tax advantage, they must be administered according to specific IRS rules:

Health care FSA: Unused funds of up to \$660 from one year can carry over to the following year. Carryover funds will not count against or offset the amount that you can contribute annually. Unused funds over \$660 will NOT be returned to you or carried over to the following year.

Dependent care FSA: Unused funds will NOT be returned to you or carried over to the following year.

You can incur expenses through December 31, 2025, and must file claims by March 31, 2026.



Health Care Tools & Resources

The City not only provides medical coverage to help you stay well, we also offer a variety of programs, tools and resources to help you make informed health care decisions.

UNITEDHEALTHCARE ADVOCATE 4 ME PROGRAM

Navigating the health care system can be a challenge—that's where the Advocate 4 Me representatives can help you find the right solutions so that you can focus on what matters most to you. Advocate 4 Me representatives can help with:

- Understanding your health benefits
- Explaining your medical bills and resolving any billing errors
- Finding highly rated and cost-effective providers
- Coordinating care
- Comparing costs for common procedures and treatment
- Finding lower-cost alternatives to prescriptions

LABCORP/QUEST

Whenever you require lab work, be sure to use a LabCorp/Quest facility, the preferred lab for the City of Burleson. You will most likely pay less when you visit a LabCorp/Quest facility than when you go outside of the network. Search from more than 1,300 laboratory providers by logging into www.myuhc.com.

ORTHOPEDIC PROGRAMS

If you have back, knee or hip pain and are looking for information about surgery, you can turn to the orthopedic programs for advice, guidance and support. You will get in touch with an orthopedic nurse, who can go over your treatment options, coordinate your care and follow up with you after your surgery. For more information, call (888) 936-7246 (option 7).

AIRROSTI

If you suffer from chronic or persistent pain, an Airrosti provider can help you find the root cause and work with you to give you relief as quickly as possible—often within only three one-hour visits. Using soft tissue treatment, Airrosti helps you avoid costly surgery and reduces the need for prescription pain killers. For more information, call (800) 404-6050 or visit www.airrosti.com.



COLONIAL LIFE BENEFITS

Colonial Life offers supplemental benefits such as accident, critical illness and hospital indemnity coverage. These benefits are voluntary and you pay 100% of the cost. Colonial Life pays money directly to you for approved claims.

LEGALSHIELD

LegalShield gives you and your family the power to talk to an attorney about any personal legal issue. Whether it's big, small or somewhere in between, your LegalShield Provider Law Firm will be there to offer advice or assistance on a variety of issues.

ONE PASS SELECT

One Pass Select® is on a mission to make fitness fun and engaging for everyone. One Pass can help you reach your fitness goals on your time, while finding new passions along the way. One Pass gives you access to thousands of gym locations, on demand fitness classes at home and nutritious meal deliveries. You and your eligible family members (18+) can enroll in One Pass Select on January 01, 2025 at

www.OnePassSelect.com.

health

Your 2025 Wellness Program

Our Wellness Program offers the following resources to help you improve and maintain your health — plus discounts, so you don't have to strain your wallet.

WELLNESS DAY OFF

Full-time employees have the ability to earn up to two Wellness Days Off by participating, logging and earning points for various Wellness activities. Wellness Logs are available in digital or paper copy, and are due to HR by the last business day in December each calendar year. Wellness Days earned from the prior calendar year will be awarded on the first full pay period beginning in the new calendar year and must be used by the end of the calendar year.

- 200 points = 1 Wellness Day off
- 500 points = 2 Wellness Days off

Wellness Activities Period	Wellness Log Due	Days Awarded	Use By
1/1/2024 – 12/31/2024	12/31/2024	1/6/2025	12/31/2025
1/1/2025 – 12/31/2025	12/31/2025	1/5/2026	12/31/2026

HEALTH PREMIUM DISCOUNT

Full-time employees enrolled in a City medical plan can opt to participate in a health premium discount of \$46.64 each month, after completing the following tasks:

- An annual age-appropriate physical
- Your annual blood work
- Must register at member.uhc.com/health-resources and complete the health survey at myuhc.com/health-resources/rally. For verification, you must provide a copy of the “Congratulations Your Survey is Completed” screen with your Wellness Form. If you have issues completing the survey, call (866) 844-4864.

You and your provider must certify your completion of the above tasks on the Wellness Form and turn the form in to Human Resources by December 31. If your paperwork is completed after December 31, the discount will be applied on the first of the month after the form has been submitted.

EDUCATIONAL AND INFORMATIONAL PRESENTATIONS

You are welcome to attend a Wellness Education training session or watch the recorded session. Each session will earn you points in your Wellness Log to help you get a Wellness Day off.

GOLF COURSE DISCOUNT

With this discount, you can golf and save money any day of the week (when you golf during seasonal twilight hours). Walking the course is free; otherwise, you just pay the cart fee. Note: This discount only applies to employees; family and friends are not eligible. The discount does not apply on holidays.

ACCESS TO FITNESS EQUIPMENT

As an employee, you are eligible for a free BRiCK membership and a family-level discount of \$12 per month. Enrollment and family-level payment is set up directly with the BRiCK.

FLEXIBLE WELLNESS REIMBURSEMENT

The Flexible Wellness Reimbursement program can compensate you for up to \$100 of personal wellness expenses each year. Anyone who has been a full-time employee for at least six months is eligible. You will be reimbursed through payroll for qualified expenses, such as:

- Gym membership
- Walk/run registration fees
- Nutrition programs
- Wellness services such as personal training
- Trackables and exercise equipment

Forms and qualified receipts can be turned in once a year between July 1 and December 1. Ask Human Resources if you are unsure whether an expense qualifies for reimbursement. Discounted City services and facilities are not eligible for reimbursement.

Note: Any City facility/service already provided at a discount and everyday use items (workout clothing, shoes or boots, etc.) are not eligible for reimbursement. Also excluded are vitamins, minerals, all supplements and any weight loss medical or meal replacement program.

PARTNER WELLNESS DISCOUNTS

- **Camp Gladiator:** New members can enroll in a four-week free trial with the online code COBFREE79. You can also get \$10 off the exclusive BOLD-level membership when you provide your City work email address.
- **OrangeTheory:** As a City employee, you can save \$10 off of select memberships (take proof of employment to OrangeTheory).
- **24 Hour Fitness:** You can access your discount with the Corporate ID 113022CORP.

Dental Coverage

UNITEDHEALTHCARE (UHC)

Regular dental checkups can do more than keep your smile attractive—they can also tell dentists a lot about your overall health, including whether or not you may be at risk for chronic diseases. The following is a high-level overview of your dental coverage. For complete coverage details, please refer to the Summary Plan Description (SPD), found on www.BurlesonTX.com/employeeforms.

Plan Feature	National PPO 30 UHC Network	Buy-Up Plan UHC Network
Deductible		
Individual/Family	\$50/\$150	\$50/\$150
Annual Benefit Maximum		
Per Individual	\$2,000/\$500 for treatment of TMJ	\$3,000
Covered Services		
Preventive Services (exams, X-rays, cleanings)	Covered at 100%	Covered at 100%
Basic Services (fillings, extractions, root canals)	Plan pays 80% after deductible	Plan pays 80% after deductible
Major Services (crowns, bridgework, dentures*)	Plan pays 50% after deductible	Plan pays 50% after deductible
Orthodontia (children only up to age 19)	Plan pays 50%	Plan pays 50%
Orthodontia Lifetime Maximum	\$1,500	\$2,500

*There is a six-month waiting period for partial or complete dentures.

Vision Coverage

UNITEDHEALTHCARE (UHC)

Not only can yearly eye exams protect your eyes, they can help detect signs of serious health conditions like diabetes, brain tumors, high blood pressure and high cholesterol. The following is a high-level overview of your vision coverage. For complete coverage details, please refer to the Summary Plan Description (SPD), found on www.BurlesonTX.com/employeeforms.

Plan Feature	Frequency	In-Network	Out-of-Network
Eyeglasses Exam	Once every 12 months	\$10 copay	Up to \$40 reimbursement
Contact Lenses Exam	Once every 12 months	\$25 copay	Up to \$40 reimbursement
Astigmatism Contact Lenses Exam	Once every 12 months	\$129 copay	Up to \$40 reimbursement
Lenses			
Single	Once every 12 months	\$25 copay	Up to \$40 reimbursement
Bifocal	Once every 12 months	\$25 copay	Up to \$60 reimbursement
Trifocal	Once every 12 months	\$25 copay	Up to \$80 reimbursement
Frames	Once every 12 months	\$150 allowance	Up to \$45 reimbursement
Contact Lenses (in lieu of glasses)			
Medically Necessary	Once every 12 months	Covered at 100%	\$210 allowance
Elective	Once every 12 months	\$150 allowance	Up to \$105 reimbursement

Note: Our vision plan is provided by UHC and administered by Spectera. We encourage you to verify whether your provider accepts Spectera insurance.

FINDING IN-NETWORK PROVIDERS

You will typically pay less when you stay inside your plan's network. To find an in-network provider in your area:

- Medical, dental and vision providers: www.myuhc.com

financial

Life and AD&D Insurance

SYMETRA

Life insurance offers peace of mind when it comes to making sure your loved ones are financially secure for the future.

EMPLOYEE BASIC LIFE AND AD&D

Employee basic life is provided by the City at no cost to you.

	Basic Benefit
Employee	2x annual base salary up to \$300,000

First responder benefit: If, in the process of performing their regular occupational duties, an insured police or fire first responder sustains a covered accidental injury, they are eligible for one times the basic benefit per accident.

SPOUSE AND CHILD BASIC LIFE AND AD&D

Basic spouse and child coverage is provided by the City at no cost to you.

	Basic Benefit
Spouse	\$10,000
Child	\$10,000

SUPPLEMENTAL LIFE AND AD&D

If you determine you need more than the basic coverage, you may purchase additional coverage for yourself and your eligible family members.

	Benefit Option	Guaranteed Issue*
Employee	5x annual base salary in \$10,000 increments up to \$500,000	5x annual base salary up to \$150,000
Spouse	50% of employee amount in \$5,000 increments up to \$250,000	\$50,000
Child	\$20,000	\$20,000

AGE REDUCTION SCHEDULE

Your life insurance benefit will decrease starting at age 65.

Age	Percentage of Benefit
65	65%
70	50%
75	35%

**During this Open Enrollment period only, you can increase your coverage in up to five increments of \$10,000 up to the Guaranteed Issue amounts without having to provide Evidence of Insurability (EOI, or information about your health). Coverage amounts that require EOI will not be effective unless approved by Symetra.*

Short-Term Disability Coverage

SYMETRA

Active, full-time employees optionally can enroll in short-term disability (STD) coverage at affordable group rates. STD coverage offers financial support when you need to take a leave from work due to illness or injury. The following is a brief summary of our STD coverage. **Note:** To offer short-term disability, we must have a 25% minimum enrollment.

Employee Paid Voluntary	
Monthly Premium	\$0.242 per \$10 of weekly covered benefit
Covered Benefit	60% of weekly base earnings up to \$1,500
When Benefit Begins	After 14 th day of illness or injury

*Employees can use sick/vacation time while also receiving short-term disability.

Long-Term Disability Coverage

SYMETRA

The City provides eligible employees long-term disability (LTD) coverage at no cost to you should you need to take a leave from work due to a serious illness or injury. The following is a brief summary of our LTD coverage.

LTD Coverage Options	
Income Replacement	60% of base annual earnings
Monthly Benefit Maximum	\$10,000
When Benefit Begins	After 90 days
Maximum Benefit Duration	Up to Social Security normal retirement age or no longer disabled

Pet Insurance

Sign up for peace of mind with Spot pet insurance. Your pet and your wallet will be protected when accidents, injuries or illness occur. Members get unlimited access to virtual pet care through the 24/7 Pet Telehealth Line. Choose from flexible plan options to fit your budget at spotpet.link/burleson.

work-life

Texas Municipal Retirement System (TMRS)

If you work 1,000 hours or more per year, you are required to participate in TMRS. The following is a brief summary of TMRS:

- You contribute 7% to your TMRS city retirement account.
- The City matches your contributions two to one: For every \$1 you contribute, the City contributes \$2.
- After five years of service, you are 100% vested in your account.
- If you have completed five years of service and are at least 60 years old, or if you have completed 20 years of service, you may retire.
- TMRS provides a death benefit of one times your annual salary and an occupational disability provision.

Register your account at www.mytmrs.com and watch your retirement grow!

457(b) Plan & Roth

VOYA

You may also contribute to a 457(b) deferred-compensation plan and/or Roth. There is no waiting period. The following is a brief summary of each plan:

- **457(b) Plan:** You contribute pre-tax funds via convenient payroll deductions, thus reducing your taxable income. You may also invest your funds to help them grow. Funds are taxed once you withdraw them.
- **Roth:** You contribute after-tax funds and funds then grow tax free. You may also withdraw funds tax free. You can sign up at myretirementbenefit.voya.com/voq.

Employee Assistance Program (EAP)

ALLIANCE WORK PARTNERS

Life is full of challenges, and balancing them all can be difficult. We are proud to provide a confidential EAP **at no cost** to you and your immediate family members. EAP professionals are available 24/7 and can help with the following issues:

- Anxiety and depression
- Emotional health
- Family/relationship conflicts
- Grief/loss
- Legal/financial issues
- Substance abuse
- Other personal concerns
- Adolescence (a Teen Line is available)

First Responder Assistance Program

This is a City provided benefit for Police, Fire, Public Safety Communications and Animal Services: designed by First Responders, for First Responders. They deliver specialized services for both first responders and their families through a network of providers that have first-hand occupational experience to meet their needs.

Longevity Pay

If you are a non-public safety employee and reach five years of service with the City, you are eligible for \$4 per month for each year of service (based on your first month of employment). Sworn public safety employees receive longevity pay after one year of service as required by state law.

Tuition Reimbursement

You may be eligible for tuition reimbursement each semester—provided you meet the criteria—up to a maximum that is approved each budget year. For more information, visit www.BurlesonTX.com/employeeforms.

Burleson Animal Services

You can choose to make a bi-weekly payroll deduction to support Burleson Animal Services. Your generous contributions go directly to helping the animals in the shelter and providing essential resources they need. Every dollar counts! Thank you for considering this meaningful way to make a difference.

United Way

We support Johnson County United Way, which gives to charities in our local communities. Contributions can be made when you make your insurance elections. Every little bit helps!

BenefitHub

The BenefitHub discount marketplace helps you enjoy big savings, every day. Employees can access discounts, rewards and perks on items ranging from tickets, electronics, travel, sports, local deals and more. Go to burlesontx.benefitHub.com to sign up for your new discount marketplace and start saving!

work-life

TicketsatWork

TicketsatWork offers exclusive discounts, special offers and access to preferred seating and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels and much more. TicketsatWork is a unique benefit offered exclusively to City of Burleson employees. Access your discounts at www.ticketsatwork.com/tickets/ and use the company code BURLESONFUN to begin saving!

Cemetery Plot Benefit

You can purchase cemetery plots for yourself and/or eligible family members at the Burleson Memorial Cemetery. You can pay for your plots through payroll deductions. For more information, visit www.BurlesonTX.com/employeeforms.

Vacation

If you are a full-time employee, you are eligible for vacation time. Vacation benefits may be used following six months of service. You accrue vacation time from your start date according to the following schedule:

Fire Department Employees (on a 2912 annual schedule)			
City Years of Service	Vacation Hours Accrued		Vacation Accrual Cap (2x) & Max Hours Payout Upon Exit (after year 1)
	Per Period	Per Year	
0-9	6.92	180	360
10-19	9.23	240	480
20+	11.54	300	600

All Other Employees			
City Years of Service	Vacation Hours Accrued		Vacation Accrual Cap (2x) & Max Hours Payout Upon Exit (after year 1)
	Per Period	Per Year	
0-9	4.62	120	240
10-19	6.15	160	320
20+	7.69	200	400

Personal Leave Day

Full-time employees will receive one (1) paid Personal Day off each October 1st and must be used on or before September 30th the following year. Please see the handbook for more details to schedule and enjoy your personal day off.

Holidays

You are eligible for 10 paid holidays per year, as noted below. There is no waiting period. The City Manager's office sets the specific dates to honor these holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Personal Holiday

Sick Leave

If you are a full-time employee, you are eligible for sick leave. You earn sick leave beginning on your start date and it may be used once you have completed two months of service. Employees are eligible to be paid out their earned, unused sick leave upon exit after five years of service up to the cap.

- **All employees (except Fire on a 2912 annual schedule):** Four hours per pay period; a per year equivalent of 104 hours with an unlimited accrual cap
- **Fire employees (on a 2912 annual schedule):** Six hours per pay period; a per year equivalent of 156 hours with an unlimited accrual cap

Paid Parental Leave

Full-time employees who are eligible for FMLA can use this benefit to recover and bond after a birth, adoption or foster care placement. Your two-week leave must be used continuously and begins on the date of your child's birth/adoption. Parental leave may be taken twice during your career. Proof of the event and dependency are required.

Catastrophic Leave Donation

After six months of employment, employees can voluntarily donate anywhere from 8 to 40 hours of leave annually to support co-workers with qualifying medical events who have exhausted available paid leave. Those that donate, are eligible to receive donations. See policy for details.

Other Paid Time Off

For eligible employees, we offer paid bereavement, jury duty and military leave for qualifying events. There is no waiting period. For more information, visit www.BurlesonTX.com/employeeforms.

rates

Medical (Per Pay Period)

High-Deductible/HSA Plan		
	With Health Premium Discount	Without Health Premium Discount
Employee Only	\$0.00	\$23.32
Employee + Spouse	\$58.14	\$81.46
Employee + Child(ren)	\$21.18	\$44.50
Employee + Family	\$101.71	\$125.03
Copay Plan		
	With Health Premium Discount	Without Health Premium Discount
Employee Only	\$22.87	\$46.19
Employee + Spouse	\$216.89	\$240.21
Employee + Child(ren)	\$136.05	\$159.37
Employee + Family	\$362.40	\$385.72

Dental (Per Pay Period)

Coverage Tier	Base Plan	Buy-Up Plan
Employee Only	\$0.00	\$1.52
All Other Tiers	\$29.81	\$34.00

Vision (Per Pay Period)

Coverage Tier	
Employee Only	\$3.78
All Other Tiers	\$8.12

NOTE: Insurance benefits are effective through the end of the month in which you terminate employment. You are required to pay premiums for that month of coverage.

Medicare Eligible

In the year you turn 65 and want to elect Medicare benefits, you can opt out of the City of Burleson's insurance benefits and are eligible for the Opt Out benefit.

rates

Supplemental Life and AD&D*

	Employee (Rate Per \$1,000)	Spouse (Rate Per \$1,000)
Life Rate: Up to 24	\$0.100	\$0.100
25-29	\$0.100	\$0.100
30-34	\$0.110	\$0.110
35-39	\$0.130	\$0.130
40-44	\$0.170	\$0.170
45-49	\$0.250	\$0.250
50-54	\$0.360	\$0.360
55-59	\$0.570	\$0.570
60-64	\$0.750	\$0.750
65-69	\$1.250	\$1.250
70-74	\$2.190	\$2.190
75-79	\$8.210	\$8.210

Child Life Rate for \$20,000

\$1.40 per pay period

*The online enrollment system will provide the rate calculation based on your election and age.



directory

Topic	Contact	Group Number	Phone	Website & Email
General Benefits and/or Enrollment	Human Resources	N/A	(817) 426-9642	COBWEB www.BurlesonTX.com/employeeforms
Advocate 4 Me	UnitedHealthcare (UHC)	906435	(866) 844-4864	www.myuhc.com
Medical Coverage and Telemedicine	UnitedHealthcare (UHC)	906435	(866) 844-4864	www.myuhc.com
Dental Coverage	UnitedHealthcare (UHC)	1019974	(866) 844-4864	www.myuhc.com
Vision Coverage	UnitedHealthcare (UHC)	1-1GKH-14580	(866) 844-4864	www.myuhcvision.com
Health Savings Account (HSA)	HSA Bank	N/A	(800) 357-6246	myaccounts.hsabank.com
Health Care and Dependent Care Flexible Spending Accounts (FSAs), Limited Purpose Flexible Spending Accounts (LPFSA) & Health Reimbursement Accounts (HRAs)	Flores	N/A	(800) 532-3327	www.flores-associates.com
Lab Work	Quest LabCorp	N/A N/A	(866) 697-8378 Burleson Office: (817) 447-0367	www.questdiagnostics.com www.LabCorp.com
Employee Assistance Program (EAP)	Alliance Work Partners	Registration Code: AWP-COB-1178	(800) 343-3822 Teen Line: (800) 334-8336	www.awpnw.com
First Responder Health (Police / Fire / Public Safety Communications / Animal Services)	First Responder Health	Burleson, Texas	(206) 459-3020	www.firstresponderhealth.org hello@firstresponderhealth.ca
Life and Disability Insurance	Symetra	01-017859-00	Claims: (877) 377-6773 Life: (888) 999-4767 Billing: (800) 426-7784 Underwriting: (800) 426-7784	LADCLA@symetra.com conversions@hrmp.com grpadm@symetra.com benmuw@symetra.com
Texas Municipal Retirement System (TMRS)	TMRS	00202	(800) 924-8677	www.mytmrs.com
457(b) Plan and Roth	Voya	Plan Number: 664FN2 Verification Number: 664FN299	(800) 584-6001	myretirementbenefit.voya.com/voq
Orthopedic Programs	UnitedHealthcare (UHC)	N/A	(888) 936-7246 (option 7)	www.myuhc.com
Airrosti	Airrosti	N/A	(800) 404-6050	www.airrosti.com
Colonial Life	Kendrick Brooks	E5698931	(903) 902-1902	kendrick.brooks@coloniallifesales.com
LegalShield	Linda Gartin	N/A	(817) 301-9563	lgartin@mac.com
Pet Insurance	Spot	EB-BURLESON	(800) 905-1595	spotpet.link/burleson

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Human Resources: (817) 426-9642
Advocate 4 Me: (866) 844-4864 or www.myuhc.com