

# TOWNSHIP OF MILLSTONE

## EMPLOYEE HANDBOOK

Revised: December 2015

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## Longevity

Effective January 1, 2015, all employees shall be eligible for longevity pay, in accordance with the following chart:

| Years of Service | Full-Time Employees | Part-Time Employees |
|------------------|---------------------|---------------------|
| 0-5              | \$ 0                | \$ 0                |
| 6-10             | \$ 800              | \$ 600              |
| 11-15            | \$1,000             | \$ 750              |
| 16-20            | \$1,200             | \$ 900              |
| 21-25            | \$1,500             | \$1,125             |
| 26 +             | \$1,800             | \$1,350             |

The employee becomes eligible for this payment on October 31st of the calendar year of his/her 5th and subsequent year anniversary. All employees must be employed at the time of issuance. The longevity payment is made the first pay period in November, once a year.

## Dental, Prescription and Vision Care

Employees shall also be entitled to in-house non-medical reimbursements, providing annual reimbursement of dental, prescription and vision expenses incurred in the following aggregate amounts:

|                          | 2015 & 2016 | 2017 & 2018 |
|--------------------------|-------------|-------------|
| Single                   | \$1,000     | \$1,200     |
| Married/domestic partner | \$1,800     | \$2,000     |
| Parent/Child             | \$1,800     | \$2,000     |
| Family                   | \$2,100     | \$2,400     |

The payments shown above shall be pro-rated based on the number of months worked prior to separation from employment or the number of months employed prior to December 31<sup>st</sup> for new hires. Each employee's unexpended funds for any year may be carried over to the following year for the benefit of said employee. The maximum amount payable to any employee, including carry-over funds, shall not exceed two times the amount shown above.

## Pension Plans and Retirement

Under State law, all employees must enroll in the New Jersey Public Employees Retirement System (PERS) or Defined Contribution Retirement Plan (DCRP), provided the employee meets the eligibility requirements established by each pension plan. The Township will pay its appropriate share for all amounts required to be made on behalf of the employees covered. Employees' contributions to the plan will be deducted from their pay.