

**City of Mason**  
**Benefits Summary – Regular Part-Time - Non-Union**

This information is intended as a summary of the benefits only.

Plan	Brief Summary	Effective On:
<b>Paid Time Off</b>	<p>Regular part-time employees shall accrue paid time off at the rate of .031 hours per each hour actually worked,</p> <p>At employee’s anniversary date the employee can carry forward up to forty (40) hours of accumulated but unused paid time off.</p> <p>Employees shall retain accrued paid time off if transferred or promoted to another position within the City.</p> <p>There is no payment of accumulated but unused paid time off at the time of employee’s termination of employment.</p>	Date of Hire
<b>Holidays</b>	<p>All regular part-time employees shall be eligible for paid holiday pay and will be paid four (4) hours per official holiday recognized by the City of Mason.</p> <ul style="list-style-type: none"> <li>• New Year’s Day</li> <li>• Good Friday</li> <li>• Memorial Day</li> <li>• Independence Day</li> <li>• Labor Day</li> <li>• Veterans’ Day</li> <li>• Thanksgiving Day</li> <li>• Day after Thanksgiving</li> <li>• Christmas Eve</li> <li>• Christmas Day</li> <li>• New Year’s Eve</li> </ul>	Date of Hire
<b>Defined Benefit Plan</b>	<p>Regular Part-Time employees are eligible to enroll in a Defined Benefit Plan. All elected contribution monies are pre-taxed and deducted from the employees pay check and then distributed to the Defined Benefit Company. The City of Mason does not contribute any monies to the Defined Benefit Plan.</p>	Date of Hire