

**Canton City Public Health**

**Summary of Employee Benefits**

*Provided for informational purposes only and shall not supersede any official document.*

**FULL TIME POSITIONS**

1. **Job classification**
2. This is Civil Service employment subject to Civil Service laws and rules (Health Code 207.06 and Resolution 2014-15).
3. This is either (check mark **only** one):
* An exempt salaried position (Health Code 207.10 and Resolution 2014-01).
* A non-exempt salaried position (Health Code 207.10 and Resolution 2014-01).
1. Full time employment, paid for 8 hours per day: 7.5 hours of work time and 0.5 hours paid lunch time (Health Code 207.10 & 207.01 and Resolution 2014-01).
2. Ninety-day probationary period (Health Code 207.06 and Resolution 2014-15).
* An employee evaluation will be conducted every month to establish performance level during the probation period.
1. **Pay period and deductions (Health Code 207.08)**
2. Pay is every two weeks.
3. Mandatory payroll deductions: City of Canton taxes, state and federal taxes, and OPERS (OPERS is deducted in lieu of Social Security).
4. **OPERS (Ohio Public Employees Retirement System) – Pension**
5. Total of 24% of salary is contributed to the employees OPERS account each pay.
* 10% is employee contribution.
* 14% is employer contribution.
1. **Salary Raises**
2. Upon completion of a satisfactory 90-day probationary period, each employee shall receive a half step increase in salary upon the approval of the Board of Health, the value of which depends on salary pay range (Health Code 207.06 and Resolution 2014-15).
3. Future raises based on merit (i.e. annual employee performance evaluation) and available funding (Health Code 207.09).
4. **Term Life Insurance (Health Code 207.21)**
5. Effective after 90 days of work for new hires.
6. Policy valued at $20,000.00.
7. Paid for by employer.
8. **Health Insurance (Health Code 207.21)**
9. Medical, prescriptions, eye and dental.
10. Effective after 60 days (minimum) of work for new hires, on the first of the month
11. Employee can pay for single or family plan.
* Medical insurance subject to the City’s plan.
1. Go to <http://www.cantonhealth.org/?pg=463> for details of medical coverage and deductibles supplied by City of Canton Human Resources and updated periodically.
2. **Paid Leave**
3. Paid sick leave (Health Code 207.17)
* Earned at 4.6 hours every 2 week pay period (80 hours worked).
* Accumulate without limit.
* Sick hours can be used for all qualified sick time.
* Sick leave balance transfers from previous government employment may be approved by the Board of Health per Health Code 207.17(b)
1. Paid work holidays (Health Code 207.19)
* Twelve work holidays per year.
* One of the twelve days is a personal floating holiday.
* New hires can use the personal holiday after 60 days.
1. Paid jury duty leave (Health Code 207.16)
2. Paid funeral leave (Health Code 207.30)
3. Vacation (Health Code 207.18):
* Vacation days will be available following the completion of the employee’s 90-day probationary period.
* One day for each full month following the completion of the probationary period until the end of the calendar year not to exceed a total of 5 days.
* In January of the next year, the employee will receive ten vacation days.
* During sixth, receive an additional five vacation days. Additional vacation available per schedule thereafter.
* Up to five (5) vacation days (40 hours) may be carried over into the next calendar year subject to approval by the Board of Health for extenuating circumstances.
* Vacation credit for previous employment may be approved by the Board of Health per Health Code 207.18(h).

**PART TIME POSITIONS**

1. **Job classification**
2. This is not subject to Civil Service laws and rules.
3. This is either (check mark **only** one):
* An exempt salaried position (Health Code 207.10 and Resolution 2014-01).
* A non-exempt salaried position (Health Code 207.10 and Resolution 2014-01).
1. Part time employment paid up to 8 hours a day with no paid lunch and works an annual average less than 30 hours per week. (Health Code 207.10 & 207.01 and Resolution 2014-01).
2. Ninety-day probationary period (Health Code 207.06 and Resolution 2014-15).
* An employee evaluation will be conducted every month to establish performance level during the probation period.
1. **Pay period and deductions (Health Code 207.08)**
2. Pay is every two weeks.
3. Mandatory payroll deductions: City of Canton taxes, state and federal taxes, and OPERS (OPERS is deducted in lieu of Social Security).
4. **OPERS (Ohio Public Employees Retirement System) – Pension**
5. Total of 24% of salary is contributed to the employees OPERS account each pay.
* 10% is employee contribution.
* 14% is employer contribution.
1. **Salary Raises**
2. Upon completion of a satisfactory 90-day probationary period, each employee shall receive a half step increase in salary upon the approval of the Board of Health, the value of which depends on salary pay range (Health Code 207.06 and Resolution 2014-15).
3. Future raises based on merit (i.e. annual employee performance evaluation) and available funding (Health Code 207.09).
4. **Paid Leave**
5. Paid sick leave (Health Code 207.17)
* Earned at .0575 of every hour worked.
* Accumulate without limit.
* Sick hours can be used for all qualified sick time.
* Sick leave balance transfers from previous employment may be approved by the Board of Health per Health Code 207.17(b)