



Welcome to the City of Hampton! We hope you will find your work here with the City both rewarding and fulfilling.

Enclosed in your orientation packet you will find materials on benefits available to you as a permanent full-time (PFT) employee. There is a one-full-calendar-month waiting period for coverage in the following plans: health insurance, dental insurance, vision insurance, and the reimbursement accounts. Please note that you are asked to fill out and turn in to Finance during your first week of employment, the paperwork required to enroll in these plans so deductions will begin on time to provide your coverage. Deductions start one month before coverage is effective. If you choose not to enroll now, you will be able to enroll later during each plan's open enrollment period.

The City offers a retirement plan and group life insurance through the Virginia Retirement System (VRS) for PFT employees, and participation is mandatory. Both the City and employee share the cost of these benefits. Your portion of the retirement plan through VRS is 5% of your creditable compensation. The Group life insurance rate varies each year and your coverage is effective as of your PFT employment date. Your premiums are deducted from your pay. You may also elect additional coverage for yourself, your spouse, and/or your dependents through the VRS Optional Life Insurance Plan. You must enroll yourself and eligible spouse/dependent for the optional coverage within 31 days of your PFT employment date, and premiums for the optional life insurance will automatically be deducted from your pay. If you choose not to enroll now, later participation must be approved by the insurance company and will not be effective until deductions begin. Be sure to fill out and turn in all VRS paperwork to Human Resources on your first day of employment.

Materials are also enclosed for the following benefits plans which you may join at any time during the year: Credit Union and Deferred Compensation.

The above information is provided as a general overview. Please check each plan's benefits description for specific enrollment and eligibility requirements. Feel free to call me, Megan Alston, Senior Benefits Specialist at 727-6613 if you have any questions, or come see us in Finance.

Megan Alston
Senior Benefits Specialist