



Kristine Martin
Human Resources Manager



434 584-9318



kmartin@southhillva.org

For New and Prospective Employees

We Offer a Complete Benefits Package!



Health, Dental & Vision



Life Insurance



Retirement Program



Paid Time Off



Holidays



Developmental Opportunities



Employee Assistance Program



Benefits Overview

Health, Dental & Vision

We offer a **Major Medical Healthcare Plan** to all full-time employees. This plan includes several options for employees to choose between and tiers that allow flexibility for employees and their families. The Town pays 100% for employee-only coverage. Eligibility begins on the first day of the month following date of employment.

A **Prescription Drug Plan** is included with the medical plan coverage which allows our employees to obtain their medicine quickly and conveniently. Both retail and mail order options are available.

Vision care is offered with each medical plan. Employees are responsible for the cost of this benefit through payroll deduction.

We offer **Dental Benefits** to full-time employees. The Town pays 100% for employee-only coverage. Coverage is available for family members. Employees are responsible for the cost of this benefit through payroll deduction.

Holidays

The Town observes the following holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day
+ 2 Floating Days (to be taken in 8-hour increments by December 31st)

Personal Time Off (PTO)

We offer personal time off to all full-time employees. Accrual begins at the end of the month following 30 days of employment.

Retirement Program

We partner with Virginia Retirement System (VRS) to offer retirement benefits. This plan combines features of a defined benefit program and a defined contribution plan. Full-time employees are eligible to participate in this plan based on date of employment.

Life Insurance/Hazardous Pay Benefits

We offer life insurance and accidental death and dismemberment insurance benefits to all full-time employees at no cost. Coverage becomes available the first of the month following date of employment.

Other Benefits

Short and Long Term Disability is provided to all full-time employees at no cost.

Employees are encouraged to utilize **Direct Deposit** for their payroll. Funds may be deposited into any account of the employee's choice including any credit union services.

We offer an **Employee Assistance Program (EAP)** to employees for confidential services.

NEW!! Voluntary Retirement Program.