



Winchester  
human resources *Virginia*

# EMPLOYER of CHOICE



SEE  
WHAT  
WE  
HAVE  
TO  
OFFER  
YOU



# City of WINCHESTER, Virginia

## our PURPOSE



The City of Winchester is a local government entity that operates under the Council-Manager form of government. This form of government clearly distinguishes between policy and administrative functions, allowing employees the opportunity to make a difference in the lives of city residents while maintaining quality customer service. As an equal opportunity employer, the City has a dedicated and diverse workforce of over 500 employees and believes strongly in creating opportunities for growth not only for our community but for our staff as well.

Look inside and learn more about our values, goals, commitments, programs, and benefits package. If you read on, you'll surely see why the City of Winchester has become a regional employer of choice.

## find your PLACE

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## our MISSION

to provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.

# TIPS: Completing an Application



## finding OPENINGS

Visit our website at [winchesterva.gov](http://winchesterva.gov)

Stop by Roush City Hall to view the vacancy report posted on the main and third floors

Call our Job Line: (540) 667-2330

Check these other sources for City vacancy announcements:

- local newspaper classifieds
- VA Employment Commission
- Virginia Municipal League

Ensure the information on the application is current and legible and please write in ink. Remember that the appearance of your application will reflect your interest in the position, as well as give an example of your work.

If there is a question regarding your reasons for leaving a position, be prepared to answer openly and honestly. References are checked with current and previous employers.

Find out as much about the job being posted and how it relates to your background experiences.

Don't assume the reviewer will understand the relevance of your work experience. Specify your experience as it relates to the position for which you are applying.

Don't forget to include any special coursework, computer software training, or current licenses or certificates that may help you qualify for the position.

List references that can attest to your job related qualifications. Let those references know that you would like to list them as potential contacts.

Answer all questions honestly. Not including or falsifying information that substantially misrepresents your candidacy will lead to disciplinary action (i.e., convictions, academic or work experience).

# Have FUN at Work



“Today is gone.  
Today was fun.  
Tomorrow is  
another one.”

- Dr. Suess

The City encourages its employees to follow the “Fish Philosophy” - a motivational philosophy to help each person make the best of each work day and to find ways to have fun.

This is why the City offers several annual events for employees to enjoy.



## EMPLOYEE RECOGNITION BREAKFAST

An off-site catered breakfast that honors employees and recent retirees.

## ADMIN. PROFESSIONALS’ DAY

All office and clerical support staff are treated to a day just for them while department heads at the switchboard and perform the responsibilities of their administrative staff.

## HEALTH & WELLNESS FAIR

Complete with Halloween costumes, wellness exhibits, door prizes, free vaccinations and health screens, this event always promises plenty of laughter and good times for all.



# YOUR Continued Development



The City offers a wide variety of training programs for its employees each year.

These programs are offered on an annual rotating basis to give everyone the opportunity to attend on City time and with pay.



## MANDATORY TRAINING PROGRAM

- Orientation
- Customer Service for the Public Employee
- Preventing Workplace Violence
- Ethics
- Safety Manual Overview
- FISH! Philosophy
- Command Spanish
- Recognizing Harassment in a Diverse Workplace
- Substance Abuse
- National Incident Management System

## VOLUNTARY TRAINING PROGRAM

- Performance Evaluation
- First Aid/CPR
- Time Management
- Defensive Driving
- Self-Defense
- Preventing Discrimination
- Conducting Lawful Interviews
- FOIA/Robert's Rule
- Family/Self Improvement
- Records Retention

Note: The list of available classes are subject to be modified annually.

# We've Got You COVERED

**Do  
employment  
benefits make  
a difference  
when  
choosing  
a new  
employer?**

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The City of  
Winchester offers  
a very generous  
benefits package  
that adds  
approximately  
30% to your  
annual salary.



## **OPTIONS!**

The City offers a cafeteria-style benefits plan allowing employees to choose the coverage that best suits their situation from eight options:

- 1) medical/vision insurance
- 2) dental insurance
- 3) short term disability insurance
- 4) pre-paid legal insurance,
- 5) critical illness insurance
- 6) long-term care insurance
- 7) medical/dependent care flexible spending accounts

## **FLEX THOSE DOLLARS!**

This spending account works like a savings account and the money saved can be used for reimbursement of your out-of-pocket medical and dependent care expenses...pre-tax! Use the Flex Spending to pay for your predictable medical and/or daycare expenses. Flex dollars are taken out of your salary before taxes, which saves you plenty of money in the long run.



The City contributes to each employee's annual salary to help pay for the total cost of benefits.

# BENEFITS to Talk About

## WinFlex

A cafeteria-style benefits plan that is deducted on a pre-tax basis after the City adds a fixed dollar amount to each employee's gross pay to help with the cost. Offered only to classified employees.



### HEALTH & VISION\*

Employees may choose to purchase individual, spouse, child, or family health insurance. The health plan contains enhanced vision which includes an annual routine eye exam, eye glasses, and contact lenses fitting as well as network discounts (pre-tax).

### DENTAL\*

The dental plan provides 100% coverage with no deductible for preventive care which includes cleaning and x-rays. Basic treatment such as filling and extraction is covered at 80% after a \$25 deductible (pre-tax).

\*Thirty day waiting period required before enrollment



### MEDICAL AND/OR DEPENDENT CARE FLEX SPENDING

Flexible Spending Accounts for medical and/or dependent care expenses are available. These accounts work much like a savings account except, the funds you contribute to these accounts are taken out of your pay pre-tax and no interest is earned.

### SHORT-TERM DISABILITY\*

Pays 60% of your salary if you are not able to work for a short period of time due to sickness or injury. Benefits are payable for up to 26 weeks.

### PREPAID LEGAL\*

Offers various legal services.

### LONG-TERM CARE\*

Long-term care insurance helps plan for unforeseen events and care later in life.

### CRITICAL ILLNESS\*

Pays an up-front cash benefit upon diagnosis of a covered illness or condition.

*The above list of benefits may be purchased with City contributed funds (flex dollars). If the total cost of your options is greater than the City Flex Dollars provided, the difference will be deducted from your paycheck. If the total cost is less than the City Flex Dollars, then the remaining dollars will be used in a Flexible Spending Account.*

# Benefits GALORE

## VIRGINIA RETIREMENT SYSTEM\* ([varetire.org](http://varetire.org))

Employees are vested in the VA Retirement System (VRS) after 5 years of creditable service.

VRS Plan I - 100% funded by employer

VRS Plan II - 5% funded by employee & 95% by employer

## DEFERRED COMP PLAN

The plan allows the employee to defer a portion of salary which will not be subject to current federal or state income taxes. The deferred amount is invested with firms under contract with the City and is not available for withdrawal until retirement or termination. The overall purpose of the plan is to lower current income taxes and increase the money available for retirement income.

## PAYROLL ROTH IRA

Jump start your savings with a payroll Roth IRA

- Earnings may be tax-free
- Use for retirement or, maybe, a house or education
- Start with any dollar amount
- Access to contributions any time - no penalties or taxes

## 457 LOAN OPTION

Get an easy loan from your 457 plan.



# BENEFITS continued

## LIFE INSURANCE\*

VRS provides term life insurance, accidental death and dismemberment insurance. Optional life insurance is available.

## ALL EMPLOYEES ARE COVERED UNDER:

- Social Security
- Unemployment Compensation



providing  
**ASSISTANCE**

## EMPLOYEE ASSISTANCE PROGRAM

To help employees and their family members with personal problems, the City has available an Employee Assistance Program (EAP). This program provides up to five free treatment visits in a twelve month period to employees and their family members living in their household. The EAP provides a 24-hour confidential counseling intervention service for employees experiencing such problems as alcohol and drug related problems, marital conflicts, family problems, emotional difficulties, legal problems, and financial concerns.



The HIVE is after-school child care for school age children in grades K-5. After-school care is also provided to middle schoolers at The HIVE CLUB. Operated by the Winchester Parks and Recreation Department at Jim Barnett Park, transportation from the schools is provided by WPS.  
*City employees are eligible for a program discount.*

# Days OFF and PAY Days

## ANNUAL LEAVE

All full-time classified employees are granted annual leave as follows:

0-5 years	12 days/year
5-10 years	15 days/year
10-20 years	18 days/year
20+ years	21 days/year

Employees may accumulate vacation up to two times the annual accrual rate.

## SICK LEAVE

The City's sick leave policy provides unlimited accrual of sick leave at the rate of one day per month worked. Employees are covered under worker's compensation for injuries on the job.



## getting PAID

City employees are paid on a bi-weekly basis and receive direct bank deposit of pay every other Friday.

## HOLIDAYS

Employment with the City entitles one to the following seven holidays plus five "floater" (personal choice) days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Employees may be required to work on the above dates in order to provide necessary service to citizens. When this occurs, additional compensation is provided.

# LEAVE Benefits

## FAMILY MEDICAL LEAVE

Qualified employees are able to take up to twelve work weeks of unpaid leave as a result of the birth, adoption or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition, or a disabling illness of the employee.

## FUNERAL LEAVE

When there is a death of a close family member, a classified employee will be excused from work with pay. Funeral leave will not exceed three consecutive work days.

## SICK LEAVE BANK

Available to all full- and part-time classified employees. The bank is designed for extenuating health circumstances where an employee does not have adequate leave to meet the medical need without adversely impacting his income. Eligible members may draw up to 240 hours (approximately six working weeks) during a rolling twelve-month period.

## CIVIL LEAVE

For serving on a jury or if subpoenaed as a witness. Any compensation for jury duty may also be retained by the employee.

## MILITARY LEAVE

Military leave will be granted to employees who qualify under the terms of section 44-93 of the Code of Virginia (1950), as amended.



## BLOOD DONATION LEAVE

With supervisor approval, an employee is allowed reasonable time off with pay while donating blood.



City of Winchester  
15 North Cameron Street  
Winchester, VA 22601

# City of WINCHESTER



**Winchester**  
human resources *Virginia*

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