



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.



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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



All applications must be completed online via the City's website at www.WinchesterVA.gov. Paper applications are not accepted. (Note: Public computers are located at Rouss City Hall, Handley Regional Library and the VA Employment Commission.)

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 and third party background checks are conducted.

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.

finding OPENINGS

Visit our website at winchesterva.gov

Stop by Rouss City Hall to view the vacancy report on public accessible computers located on the 3rd floor

Call our Job Line: (540) 667-2330

Check these other sources for City vacancy announcements:

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

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.

ADMINISTRATIVE 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 classified employees each year. These opportunities consist of a combination of both mandatory and voluntary trainings and are prepared and scheduled by Human Resources.

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



MANDATORY TRAINING PROGRAM

Examples of mandatory trainings are, but not limited to the following:

- New Hire Orientation
- Understanding Sexual Harassment
- Preventing Workplace Violence
- Ethics
- Safety Manual Overview
- Command Spanish
- Substance Abuse
- National Incident Management System

Note: Mandatory trainings will be specified on an annual basis and the time frame by which they are to be completed.



We've Got You COVERED

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

.....

**The City of
Winchester
offers a very
generous
benefits package.**



OPTIONS!

The City offers a cafeteria-style benefits plan allowing employees to choose the coverage that best suits their situation from ten 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
- 8) cancer insurance
- 9) accident insurance
- 10) Health Savings Acct (HSA)

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. Or choose the HSA option to manage your money year-after-year.



The City offers affordable health and dental insurance with plenty of options.

BENEFITS to Talk About

Check it out!

The City covers the entire cost of the full-time classified employee's premium for medical and dental plans.

HEALTH & VISION*

Employees may choose to purchase spouse, child, or family health insurance at reduced group rates. 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*

Two plans are available to employees. The BASIC 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). The HIGH option dental plan includes the basic plan plus 50% coverage on major dental care and orthodontic care.

*Thirty day waiting period required before enrollment



FLEXIBLE SPENDING ACCOUNTS*

For medical and/or dependent care expenses. 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.

HEALTHCARE SAVINGS ACCOUNT (HSA)*

Pre-tax savings account for medical expenses

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 (up to 26 weeks).

PREPAID LEGAL*

Offers various legal services

LONG-TERM CARE*

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

CANCER COVERAGE*

Provides cash benefits for cancer and 29 specified diseases

ACCIDENTAL*

Provides cash benefits for expenses associated with an accidental injury

Benefits GALORE

VIRGINIA RETIREMENT SYSTEM* (varetire.org)

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

The employee VRS account is funded as follows:
5% funded by employee and 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 tp 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



Winchester Parks & Recreation proudly offers employees FREE facility memberships, 20% off rates for the after-school programs, and discounted rates on programs, classes, leagues and facility rentals.

The HIVE is after-school child care for school-age children in grades pre-K-5. After-school care is also provided to middle schoolers at The HIVE CLUB. Operated by Winchester Parks and Recreation at Jim Barnett Park, transportation from the elementary schools is provided by WPS.

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.

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 eight 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-time classified employees after six months of employment. 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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HUMAN RESOURCES DEPARTMENT

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667-2330

