



**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 be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community.

# TIPS: Completing an Application



## finding OPENINGS

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

Stop by Rouss City Hall to view the vacancy list 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

All applications must be completed online via the City's website at [www.winchesterva.gov](http://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.

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.

Be sure to complete all areas of the application.

# Have FUN at Work



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

- Dr. Seuss

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 and encourages involvement in community activities.



## 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 eight options:

- 1) medical/vision/dental insurance
- 2) short term disability insurance
- 3) pre-paid legal insurance,
- 4) long-term care insurance
- 5) medical/dependent care flexible spending accounts
- 6) cancer insurance
- 7) accident insurance
- 8) 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

## HEALTH/VISION/ DENTAL\*

The City offers three different insurance plans to cover the needs of employees and their dependents. Employees may choose to purchase insurance coverage for a spouse, child or family at reduced group rates.

Coverage includes health, prescription, vision and dental insurance.

The health coverage offers various deductibles with co-pays, co-insurance and prescription tiers.

There is also a high-deductible plan that offers a health savings account. Premiums are paid with pre-tax payroll deductions.

**\*Benefit enrollment on first of the month following employment**



## 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

## SHORTTERM 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

## 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](http://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.

Most new employees hired on or after January 1, 2014 will be in the Hybrid Retirement Plan. This is a Defined Contribution Plan primarily funded by the employee and employees may choose how to invest their defined contribution amount. Disability retirement is not provided in the hybrid plan.

## 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.

Winchester Parks & Recreation proudly offers employees FREE facility memberships, 20% off rates for the after-school programs (HIVE & HIVE Club), 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 and the HIVE Club is for middle schoolers. Operated by Winchester Parks and Recreation at Jim Barnett Park. Transportation from the elementary schools provided by Winchester Public Schools.

# 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 job-related injuries.



## 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.



getting  
PAID

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



# 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 or her income. Eligible members may draw up to 240 hours (approximately six working weeks) during a rolling 12-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, VA



Rouss City Hall, 3rd Floor  
15 North Cameron Street  
Winchester, VA 22601  
[hrdept@winchesterva.gov](mailto:hrdept@winchesterva.gov)

### HUMAN RESOURCES DEPARTMENT

(540)  
667-1815

FAX:  
(540)  
722-3409

JOB LINE:  
(540)  
667-2330

