

**THE CITY OF PROVIDENCE**  
**Providence City Hall**  
**25 Dorrance Street**  
**Providence, Rhode Island 02903**

**Main telephone number (401) 421-7740**  
**TDD (401) 751-0203**

[www.providenceri.com](http://www.providenceri.com)

**Regular Business Hours 8:30 AM to 4:30 PM**  
**Summer Hours (July & August) 8:30 AM to 4:00 PM**

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### **Vacation**

An employee accrues 5 days after 6 months.  
After 1 year of service, an additional 5 days is accrued on anniversary date  
After 1 year of service, employee receives vacation accrual every January 1.

After 5 years of service, employee accrues an additional 5 days (3 weeks total)  
After 10 years of service, employee accrues an additional 5 days (4 weeks)  
After 15 years of service, employee accrues an additional 5 days (5 weeks)

The additional weeks noted above are also added on the anniversary date.

### **Sick**

An employee accrues 1 ¼ days every month for a total of 15 days annually.  
Your hire date must be on the 15<sup>th</sup> of the month or earlier in order to accrue the 1 ¼ for that month.  
Unused sick time may be carried over, up to 135 days.

### **Personal Days**

You are allowed to convert 2 personal days from your balance of sick days per year.

### **Group Life Insurance – Non-Union Only**

The City provides a \$15,000 death benefit for non-uniform personnel at no cost to the employee. For Police and Fire uniform personnel, the death benefit is \$100,000 for natural death and \$200,000 for accidental death. This coverage is provided through ITT Hartford Insurance Company.

### **Supplemental Life Insurance – Non-Union Only**

You have the opportunity to purchase up to 3 times your annual salary up to a maximum of \$100,000 in supplemental life insurance. This coverage is paid for by the employee weekly by payroll deduction. This coverage is also provided by ITT Hartford Insurance Company.

## Longevity

Employees hired after 10/23/99, 7 years of employment, receive a longevity bonus of 4% of their annual salary. This bonus is usually paid in a lump sum at the end of the fiscal year.

After the 7<sup>th</sup> year the percentages are as follows:

Employed 7 years less than 12 years	4%
Employed 12 years less than 17 years	5%
Employed 17 years less than 20 years	6%
Employed 20 years or more	7%

## Deferred Compensation

The City provides pre-taxed investment opportunities through payroll deduction. The following are participating providers:

### **NATIONWIDE RETIREMENT SOLUTIONS**

William Redihan, Retirement Specialist  
Post Office Box 321  
Orleans, MA 02653  
(877) 677-3678 Extension 69003  
Email: [redihaw@nationwide.com](mailto:redihaw@nationwide.com)

### **GREAT WEST RETIREMENT SERVICES**

Mark Nassiff, Jr., Account Executive  
  
360-903 Route 101  
Pine Tree Place – Unit 4B  
Bedford, NH 03110  
(800) 596-3384 Ext. 15 or (508) 235-0465  
Email: [mark.nassiff@gwrs.com](mailto:mark.nassiff@gwrs.com)  
[www.gwrs.com](http://www.gwrs.com)

### **ING**

George Sullivan, Local Account Rep.  
151 Farmington Avenue  
Hartford, CT 06156  
Business Phone (401) 272-9229

### **ICMA CORPORATION**

Mike Savage  
[msavage@icmarc.org](mailto:msavage@icmarc.org)

### **AIG VALIC FINANCIAL ADVISORS**

1000 Winter Street  
Suite 3750 South  
Waltham, Massachusetts 02451  
Glen Archambault (401) 952-5371 (cell)  
[glen\\_archambault@aigvalic.com](mailto:glen_archambault@aigvalic.com)  
Lynn Redding (401) 486-9638 (cell)  
[Lynn\\_redding@aigvalic.com](mailto:Lynn_redding@aigvalic.com)

### **THE HARTFORD**

Zachary J. Karas, V.P.  
Institutional Solutions Group  
(860) 520-2910  
[Zachary.Karas@hartfordlife.com](mailto:Zachary.Karas@hartfordlife.com)

Robert E. Struck, Jr.  
1250 Smith Street  
Providence, Rhode Island 02908  
(401) 521-8666

## **GROUP SAVINGS PLUS (HOME & AUTO INSURANCE)**

### **LIBERTY MUTUAL INSURANCE COMPANY**

Liberty Mutual makes it possible for City of Providence employees to enjoy discounted benefits on auto, home and tenant insurance, payment through payroll deductions, guaranteed 12-month policy rate, prompt claims insurance and 24-hour emergency roadside assistance.

Steven Moran, Vice President  
1445 Wampanoag Trail, Ste 105  
East Providence, RI 02915-1203  
Business Phone (401) 433-1445  
[Moranins@aol.com](mailto:Moranins@aol.com)  
401-433-1445

Call for free coverage evaluation and no-obligation quote 1-800-225-8281 or visit  
[www.libertymutual.com](http://www.libertymutual.com)

### **Supplemental Medical, Accident, Cancer Insurance**

The City provides the opportunity to enjoy supplemental medical, accident, and cancer insurance coverage through payroll deduction. The following are participating providers:

### **COLONIAL LIFE & ACCIDENT INSURANCE COMPANY**

Kevin Bradley, Sales Representative  
77 Summit Street, Manchester CT 06040  
Business Phone (860) 645-8833  
Voice Mail (800) 884-0689, Extension 119  
Customer Service (800) 325-4368

### **AMERICAN FAMILY LIFE ASSURANCE COMPANY OF COLUMBUS (AFLAC)**

James Priscaro, Sales Agent  
555 Douglas Avenue, Providence RI 02908  
Office Phone (401) 521-7700, Extension 63  
Home Phone (401) 273-9444  
[www.aflac.com](http://www.aflac.com)

## Payroll

You receive your pay weekly, and your check is delivered to you by your department Payroll Administrator every Thursday afternoon.

If you choose the direct deposit option, it takes approximately three weeks for the initial request to be processed. The money will appear in the account of your choice (checking/savings) on Friday mornings after 7:00 AM. You may choose up to 3 banking institutions to divert your paycheck providing the deposit equals 100% of your weekly net payroll amount.

## Medical Coverage

You will begin coverage of benefits the 1<sup>st</sup> day of the month following your date of hire.

### **Medical Insurance:**

**Union Employees:** Blue Cross - Blue Chip Plan (Effective 9/1/04)

Union Employees Hired prior to 9/1/04 receive Healthmate Coast-to-Coast

**Non-Union Employees:** UnitedHealthcare of Rhode Island

**Dental Provider:** Delta Dental of Rhode Island

## Pension

The City of Providence deducts an 8% pension contribution. This will appear as a Payroll deduction on your check stub.

## Leave of Absence/Maternity Leave

Upon written application, an employee with permanent status may be granted a leave without pay not to exceed one year for reason of personal illness, disability, maternity leave, or other reason deemed appropriate and approved by the Personnel Director.

## HOLIDAYS, 2005

<b>New Year's Day (observed)</b>	Friday	December 31, 2004
<b>Martin Luther King Day</b>	Monday	January 17, 2005
<b>President's Day</b>	Monday	February 21, 2005
<b>Memorial Day</b>	Monday	May 30, 2005
<b>Independence Day (observed)</b>	Monday	July 4, 2005
<b>Victory Day</b>	Monday	August 8, 2005
<b>Labor Day</b>	Monday	September 5, 2005
<b>Columbus Day</b>	Monday	October 10, 2005
<b>Veteran's Day</b>	Friday	November 11, 2005
<b>Thanksgiving Day</b>	Thursday	November 24, 2005
<b>Day after Thanksgiving</b>	Friday	November 25, 2005
<b>Christmas Day (observed)</b>	Monday	December 26, 2005

**\*\* In lieu of Rhode Island Independence Day, a floating holiday may be observed by employees.**

**The following are ½ days :**

Friday, March 25, 2005 - Good Friday

Friday, December 23, 2005 - Christmas Eve

Friday, December 30, 2005 - New Year's Eve

**NOTE:** If a holiday falls on a Saturday, the City celebrates it on Friday; if a holiday falls on a Sunday, the City celebrates it on Monday. Election Day is a holiday (even years only).

### General Contact Information

<b>Topic</b>	<b>Contact</b>	<b>Phone</b>
General Personnel Issues	Sybil Bailey Dir. of Human Resources 4 <sup>th</sup> Floor, Room 401	401-421-7740 x 615
General Personnel Issues & Residency	Margaret Wingate HR Generalist 4 <sup>th</sup> Floor, Room 401	401-421-7740 x 616
Entrance Paperwork, sick vacation, longevity	Diane Digiuseppe Personnel Technician 4 <sup>th</sup> Floor, Room 401	401-421-7740 x 239
General Payroll Issues	Susan Lennon Payroll Supervisor 3 rd Floor	401-421-7740 x 280
Medical Benefits Healthmate/United Delta Dental	Eleanor Padula Medical Health Plan Administrator	401-421-7740 x 278
Pension & Retirement Issues	Edward Lynch Pension Administrator 4 th Floor	401-421-7740 x 294