



# EMPLOYEE BENEFITS GUIDE

City of Auburn  
**2025**

City of Auburn, Maine  
60 Court Street  
Auburn, ME 04210

QUESTIONS ABOUT  
EMPLOYEE BENEFITS?

Contact the City of Auburn  
Human Resources  
Department: 207.333.6601

# WELCOME



The City of Auburn is proud to have a dedicated team of over 260 skilled full-time staff who are committed to providing citizens with exceptional customer service. Our employees are recognized for their dedication to the city as well as for their strong work ethics.

Our team is deeply committed to our core values. We hire and evaluate our employees according to these values and attempt to demonstrate them in all we do. If you are inspired by these core values, we want you on our team!



To be  
**SERVICE  
FOCUSED**  
in all that we do.

To value  
**INTEGRITY**  
and expect it  
from others.





To be  
**RESPECTFUL**  
and deserving of respect.

To have a  
**POSITIVE  
ATTITUDE**  
and inspire positivity.





To be  
**RELIABLE**  
and trust in others.

# WE OFFER MORE.

The city offers a comprehensive benefits package aimed at helping you take care of yourself and your family so you can live your best life. This package includes various options that cater to different needs, ensuring that all employees can find the right fit for their unique situation. These benefits reflect our dedication to creating a supportive work environment where employees feel valued and supported personally and professionally.



MEDICAL  
INSURANCE



DENTAL  
INSURANCE



VISION  
INSURANCE



LIFE & DEPENDENT  
LIFE INSURANCE



PET  
INSURANCE



SHORT-TERM  
DISABILITY



LEGAL  
INSURANCE



CAFETERIA  
BENEFIT PLAN



FLEXIBLE  
SPENDING  
ACCOUNT



HEALTH  
REIMBURSEMENT  
ACCOUNT



PAID TIME OFF  
Vacation, sick,  
personal, wellness,  
parental leave &  
holidays



RETIREMENT  
PLANS

## HEALTH + WELLNESS BENEFITS:

Your wellbeing is our priority.

**Medical Insurance** | The greatest benefit of having health insurance is peace of mind. That's why the City of Auburn offers two robust medical plans to choose from that are designed to meet the needs of you and your family. Both provide access to an extensive network of providers and wide range of healthcare services. Our high-quality plans offer low co-pays, deductibles, and prescription drug costs. Combined with reasonable employee premiums, they make complete healthcare coverage more affordable and accessible.

**Dental Insurance** | Stay healthy and smile with confidence with our dental plan. We want to ensure that you and your family have access to the care you need to maintain strong, healthy teeth for years to come. Whether you need a filling, root canal, or crown, with our dental plan you'll have access to the dental care you need to maintain good oral health.





**Vision Insurance** | Because the city understands that healthy vision is essential to your overall well-being, we offer a vision plan designed to keep your world in focus. Benefits include eye exams, glasses, and contact lenses offered at an affordable rate, allowing you to keep your eyes healthy without financial stress.

**Employee Assistance Program (EAP)** | Taking care of your mental well-being can reduce stress, improve focus, and enhance overall happiness. Our EAP can help you with your mental wellness by providing confidential counseling and support services if you are facing personal or work-related challenges. This program includes access to mental health professionals, legal advice, financial counseling, and resources for family issues, ensuring that our employees have support.

**Wellness Program** | We believe that a healthy employee is a happy, productive employee. Our wellness program is designed to support your physical, mental, and emotional health—because when you feel your best, you perform your best. Studies show that employees who participate in wellness programs experience improved focus, higher engagement, and more job satisfaction.

## The main benefits of our wellness program are:

### INCENTIVES + REWARDS

Our wellness program rewards your participation in health screenings, fitness activities, and wellness challenges to keep you motivated. Whether it's a gift card or extra time off, we want to celebrate your desire to live a healthy lifestyle.

### BETTER WORK-LIFE BALANCE

It's critical to take time for yourself. Whether through flexible work arrangements, wellness breaks, or time management resources, we help you find a balance that suits your life. This enables you to recharge, maintain healthy boundaries, and avoid burning out.

### IMPROVED PHYSICAL HEALTH

Our wellness program includes fitness challenges and free/discounted gym memberships for you to help you stay active and healthy. Regular physical activity reduces the risk of chronic diseases, boosts energy, and promotes better sleep, helping you feel more vibrant throughout the day.

### EMPLOYEE ENGAGEMENT

Our wellness program promotes team-building activities and social wellness events, like group walks, challenges, and health breaks. These events help create a sense of community within the workplace and encourage employees to support each other in achieving wellness goals.

# PLANNING FOR THE FUTURE:

## Building a strong retirement together.

**Retirement Plans** | We believe in investing in your future. With our 401(a) and pension plans, you will receive the added benefit of employer contributions that help ensure you're on the right path to a financially secure future. This partnership helps you build a solid financial base for your retirement, while we invest in your continuing success.



In addition to the city's matched retirement options, you will have the opportunity to set aside pre-tax dollars to a 457 tax-advantaged retirement savings plan. Unlike other plans, this plan allows penalty-free withdrawals upon separation from service at any age, providing flexibility when you need it.

Want to diversify your tax strategy? Enroll in an after-tax dollars Roth IRA for tax-free income in the future. Enjoy tax-free growth on your investments and tax-free withdrawals.

**Life Insurance** | We understand that life is unpredictable. That's why we offer life insurance: to provide financial security for your beneficiaries in the event of your passing, providing peace of mind for you and your loved ones. This benefit ensures that those who depend on you are taken care of, even when you're no longer there. The city will pay for coverage equal to one year's base salary. Plus, you will have the option of paying for up to three times your annual base salary at an affordable rate.

**Dependent Life Insurance** | We want to help you protect your family's financial well-being. Dependent Life Insurance offers an affordable way to secure peace of mind by providing financial support in the unfortunate event of the loss of a spouse or child.

**Short-term Disability Insurance** | Want to ensure your financial security when you are unable to work due to a covered illness, non-work-related injury, or recovery from surgery? Income replacement benefits help to ensure stability during your recovery period by replacing 40%, 55%, or 70% of your income for up to one year.

# CAREER DEVELOPMENT:

## Grow with us!

**Paid Training** | We are committed to fostering your professional growth by providing paid training opportunities that cover various skills relevant to your position. Employees can participate in workshops, seminars, and certification programs without financial burden, enhancing your contributions and value within the city.

**Tuition Reimbursement** | We believe in investing in our employees' education and professional development. Our tuition reimbursement program covers a significant portion of educational expenses for courses related to their current job or future career advancement within the company. This benefit encourages continuous learning and skill enhancement.

# PAID TIME OFF:

Enjoy time to recharge & grow.



**Vacation Time** | Take time to relax and recharge with our generous vacation benefits! Our employees start by earning 12 paid vacation days per year, with opportunities to earn more as your career grows. Plus, you can roll over unused days to the following year which gives you added flexibility when planning vacations. The city is committed to your work-life balance and encourages you to make the most of this valuable benefit.



**Sick Leave** | We are committed to supporting your well-being! The city's sick leave benefit allows employees to take paid time off when they or a family member are ill, injured, or need medical care. Employees earn one day per month with unused time rolling over into the next year. Your health matters – we want you to take the time to rest, recover, and come back feeling your best!



**Parental Leave** | Spend precious moments with your new family member through our paid parental leave program. This valuable benefit supports you during one of life's most significant events: welcoming a new child into your family, whether through birth, adoption or foster placement. Our parental leave provides two weeks of paid leave, giving you time to bond with your child and care for your family.

## BEYOND THE BASICS:

What sets Team Auburn apart?

**Beyond the extensive list of traditional benefits we provide, our organization is committed to offering a wide range of options designed to support and enhance your overall quality of life.**

### AFLAC

This employee-funded, supplemental insurance benefit gives you the opportunity to enhance your overall benefits package with additional insurance plans. AFLAC offers you such plans as accident, cancer, critical illness, and hospital insurance.

### Cafeteria Benefit Plan

A cafeteria benefit plan, or flexible benefits plan, is an employer and employee funded plan that allows employees to choose from a variety of pre-tax benefits tailored to their needs. With the City of Auburn, we try to give our employees a wide range of options allowing you to choose what is best for your personal needs. Plus, the city contributes to the fund to maximize the value of this benefit. Employees can enroll in this benefit every July.



### **Flexible Spending Account (FSA)**

Take control of your out-of-pocket health expenses with a Flexible Spending Account (FSA). An FSA is a valuable pre-tax benefit account that allows you to set aside money for eligible out-of-pocket health expenses or dependent care expenses, while reducing your taxable income.

### **Health Reimbursement Account (HRA)**

Take control of your healthcare expenses with the employer-funded Health Reimbursement Arrangement (HRA). We contribute directly to your HRA, covering eligible expenses like deductibles, coinsurance costs, and prescriptions — at no cost to you. Enjoy the flexibility of tax-free reimbursements and peace of mind knowing you have financial support for medical costs.

### **Legal Insurance**

Legal matters can be stressful and expensive but with legal insurance, you have access to legal assistance and advice on various matters. From preparing a will to handling traffic tickets or landlord disputes, this optional employee-funded benefit gives you affordable access to a network of legal services.

### **Longevity Bonus**

We appreciate your dedication! To show our gratitude for your years of service, you will receive a longevity bonus when you reach key milestones with the city.

### **Pet Insurance**

Your furry family members deserve the best care and protection — and you deserve peace of mind! With our optional employee funded pet insurance, you can keep your pets healthy and happy while saving on costs. Enjoy discounted group rates, easy claims reimbursement, and coverage for eligible dogs and cats.

### **Public Service Loan Forgiveness (PSLF)**

Our commitment to public service extends to supporting employees with student loans through the Public Service Loan Forgiveness program. The PSLF Program is a federal initiative designed to encourage individuals to enter and continue working in the public sector. Eligible employees can have their federal student loans forgiven after making 120 qualifying payments while working full-time for a qualifying employer like the City of Auburn.



# READY TO TAKE THE NEXT STEP?

## Join our team!

Are you ready to join our team of talented, diverse, and committed employees? Are you inspired by the city's core values – to be service focused, value integrity, be respectful, have a positive attitude, and to be reliable? If so, we think you would be a great fit with the City of Auburn!

### APPLY ONLINE

Visit [auburnmaine.gov/Pages/neighborhood/Job-Opportunities](http://auburnmaine.gov/Pages/neighborhood/Job-Opportunities) or scan the code to view our current openings and apply.



### WANT TO BE A POLICE OFFICER, FIREFIGHTER OR DISPATCHER?

The process for joining one of Maine's best public safety teams is a bit different. Scan the code to learn more about police, fire and telecommunicator jobs in Auburn!



### QUESTIONS? WE ARE HERE TO HELP!

If you have questions about our benefits, our job openings, our community, or staff or anything else about Auburn, don't hesitate to reach out to our Human Resources team:

[HR@auburnmaine.gov](mailto:HR@auburnmaine.gov) | 207.333.6601 X1414

