

## WELCOME TO EMPLOYMENT WITH THE CITY OF LINCOLN!

We are confident that you will find your work here both challenging and rewarding. The **Human Resources Department** is here to assist you in any and all matters concerning your employment.

Rules that are to be followed by the City of Lincoln in administration of its personnel program are set forth in the Lincoln Municipal Code, Title Two-Chapter 2.76, "Personnel System." Labor union contracts also speak to some of these same matters.

It is the employee's responsibility to become familiar with the general provisions of the code and the contract. **Information can be accessed by logging on to the City's website at:** [www.lincoln.ne.gov](http://www.lincoln.ne.gov) - key word search: Human Resources/Personnel Policy. This site is designed to give you current information on *all* policies. Your department's hiring official can access the Municipal Code Book and provide union representative information. Union representatives have a copy of the labor contract available for your review.

### Learn more about your insurance benefits

**Eligible employees may enroll in the following: (First of month after sixty (60) days of employment)**

- |                             |                 |
|-----------------------------|-----------------|
| ➤ Health                    | Aetna           |
| ➤ Dental                    | Ameritas        |
| ➤ Vision                    | EyeMed/Ameritas |
| ➤ Flexible Spending Account | Navia           |
| ➤ Voluntary Insurance       | Allstate        |

**Eligible employees may enroll in the following: (First of month after six (6) months of employment)**

- |                                      |                               |
|--------------------------------------|-------------------------------|
| ➤ 401A Civilian Retirement Plan      | Ameritas                      |
| ➤ Life Insurance                     | Hartford                      |
| ➤ Post Employment Health Plan (PEHP) | Nationwide                    |
| ➤ 457 Deferred Compensation Plan     | Ameritas ICMA RC & Nationwide |
| ➤ Civilian Long Term Disability Plan | City of Lincoln               |

For further employment or benefits information, contact the Human Resources Department at 555 South 10<sup>th</sup> Street, Room 302, or call (402) 441-7597.

We wish you every success in your new career!



Douglas J. McDaniel, MBA, SPHR  
Human Resources Director