



Human Resources Department  
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**ASSISTANT POLICE CHIEF | POLICE LIEUTENANT | POLICE CAPTAIN  
BENEFIT SUMMARY**

**HOLIDAYS:** Twelve days

**PERSONAL DAY:** Two days

**VACATION:** Full-time employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day):

Employees in the classification of Police Lieutenant and Police Captain accrue annual vacation according to the following schedule and service requirements:

<b>YEARS OF CONTINUOUS SERVICE</b>	<b>ANNUAL VACATION (STATED AS NUMBER OF WORK HOURS PER YEAR)</b>
Through Year 3	80
Year 4 through Year 7	120
Year 8 through Year 14	160
Year 15 and after	200

An employee who is on paid leave due to an illness or injury (job or non-job related) accrues vacation only for paid leave time.

**SICK LEAVE:** Accrue one workday for each full month of service. Maximum accumulation is 120 days or 960 hours, whichever is less.

**BEREAVEMENT LEAVE:** Upon the death of an immediate family member, up to 5 workdays. Upon the death of an extended family member, up to 1 day.

**PARENTAL LEAVE:** Eligible employees will receive their regular base pay and benefits for up to twelve weeks following the date of birth, adoption event or foster-to-adopt placement. Longevity pay may or may not be included.

**LONGEVITY:**

<b>Years of Service</b>	<b>Percent of the Base Wage</b>
After 6 years	1%
After 12 years	2%
After 18 years	3%
After 24 years	4%
After 30 years	5%

**INSURANCE:** The City offers a Preferred Provider Organization (PPO) Health Plan. The employee pays 15% and the City pays 85% of the cost of the premium for the health and prescription drug insurance plans for which the employee is enrolled. The prescription drug program provides for the following co-pay arrangement: \$5.00 Generic Drugs, \$15.00 Preferred Brand Drugs and \$25.00 Non-Preferred Brand Drugs. A dental plan is offered to employees. The employee is responsible for paying 100% for both the single and family dental plan premium. Dental, health and prescription drug insurance premiums are pre-tax.

**LIFE, AD&D, DISABILITY INCOME PROTECTION INSURANCE:** The City provides a \$25,000 term life insurance policy with accidental death and dismemberment coverage. Employees may purchase an additional amount up to \$200,000 in term life insurance. Up to \$25,000 in term life coverage may also be purchased for a spouse and up to \$15,000 for children. The City also provides a disability income protection plan that pays 60 percent of the employee's pay up to \$250 per week for up to 52 weeks.

**FLEXIBLE SPENDING ACCOUNTS:** The City offers I.R.S. Code Section 125 Flexible Spending Accounts for medical, dental and dependent care expenses.

**RETIREMENT:** In order to be eligible for a service retirement at age 55, the employee must have completed 22 years of service. The City contribution is 2.2.98% of earnable compensation and the employee contribution is 9.40% of earnable compensation. This position is covered by Medicare, but is not covered by Social Security.

**MISSIONSQUARE RETIREMENT (formerly ICMA-RC) DEFERRED COMPENSATION PLAN:** Employees may contribute up to \$24,500 per year. Employees 50 years of age and older may contribute up to \$32,500 per year.



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Employees age 60-63 may contribute up to \$35,750 per year. Employees may contribute on a pre-tax or after-tax (Roth) basis.

**EMPLOYEE ASSISTANCE PROGRAM:** The City retains the services of a premium, full-service Employee Assistance Program (EAP) provider. EAP provides support for all of life's challenges, while integrating wellness programming that optimizes employees' overall well-being.

**RESIDENCY:** Employee shall establish their principle place of residence either within the corporate limits of the city of Dubuque or within thirty (30) miles of the corporate limits of the city of Dubuque by the most direct street, road or highway, as soon as practicable after appointment, but within two years of appointment.

Rev: 12/11/2025