



2025–2026

Part-Time Employee Benefits Summary

- Annual Performance Evaluation.** Each part-time employee will receive a performance evaluation annually, on or about November of each calendar year, in line with the full-time evaluation process, and after 12 months of concurrent employment. Increases and movement are based on years of service and proficient performance. In order to be eligible for a merit increase, a part-time employee will need to have completed the years of service shown on the part-time pay plan.
- Employee Assistance Program (EAP).** *Business Health Services.* Provides short term confidential counseling with marital, financial, legal, alcohol, family or other concerns, for employees and their families at no cost to the employee. 24-hour emergency phone assistance and telephone sessions available. ☎ 800-327-2251 🌐 www.portal.bhsonline.com
- Credit Union.** All full and part-time employees are eligible to join the Local Government Employees' Credit Union (CIVIC). 🌐 www.civicfcu.org
- NC 457 & 401(k) Retirement Plans.** Employees are eligible to enroll in either deferred compensation plan available exclusively to North Carolina public employees. Features include 100% vesting, penalty-free withdrawals and multiple investment choices. Employees may enroll as of the date of hire. *Representative:* Margaret Hendershot, Retirement Plan Counselor, ✉ margaret.hendershot@empower.com ☎ 303.737.5980 🌐 www.empower.com/workplace-retirement
- Direct Deposit.** Direct Deposit is mandatory for all employees. Staff is paid on a bi-weekly basis.
- MetLife – Take Along Dental.** Part-time employees are eligible to sign up for a group dental plan as an alternative to a COBRA or marketplace option. At the employee's expense, through credit card or ACH deduction, a part-time employee has the choice of an HMO or PPO option. The plans offer maximum benefits ranging from \$1,000 to 2,000, an annual deductible ranging from \$25 to \$75, and 100% preventative services. Detailed information about this benefit is available at 🌐 www.metlifetakealongdental.com. Use referral code: RMTADSE.
- Pet Insurance.** *Nationwide Pet Insurance.* As a Town of Wake Forest employee you have the option to enroll in pet insurance for your furry and/or exotic pets. Save up to 50 or 70% for accidents, injuries, serious illness, as well as surgeries and hospitalization. Go to the link provided for preferred pricing. 🌐 www.benefits.petinsurance.com/wakeforestnc ☎ 877-738-7874
- Gym Membership Discounts.** As a Town of Wake Forest employee, you are eligible for discounted rates at select gyms in the area.
- Resident Rate for PRCR Programs.** Regardless of where you live, as a Town of Wake Forest employee you are eligible for the “resident rate” when registering for any Parks, Recreation & Cultural Resources (PRCR) program.