

The City at a Glance:

The City of Branson, incorporated in 1912, is located in the heart of the beautiful Ozark Mountains, offering outstanding recreational opportunities and an excellent environment to raise a family. The economy of Branson is rooted in tourism, drawing millions of visitors a year. The city encompasses more than 21 square miles and has a population of 10,520 (2010 Census). The Branson school district is accredited by the Missouri State Department of Education with an “AAA” rating. Several institutions of higher education are all located in the surrounding region, including College of the Ozarks, Ozarks Technical Community College, Gibson Technical Center, Drury University, Evangel University and Missouri State University. The award-winning Cox Medical Center Branson provides health care facilities and services to the region. Three airports serve the Branson area: Branson Airport, M. Graham Clark Downtown Airport, and the Springfield-Branson National Airport. Branson is a community with a solid economy, low crime rate and excellent public services. We enjoy a beautiful setting and a small-town lifestyle built on community values of family, faith, friends and flag. Please log on to our City’s official web site at www.bransonmo.gov to take a tour of the City and learn more about our local offerings.

Organizational Structure:

Branson operates as a Council-Manager form of government, as recognized by the ICMA (International City Manager’s Association). The Mayor is elected at-large for a two-year term, and the six Aldermen are elected by ward (the City of Branson has three wards) for two-year overlapping terms. The Board of Aldermen appoints the City Administrator, the Municipal Judge, the City Attorney, and the City Clerk. The City Administrator approves the hiring of the Departmental Directors. The City provides a full range of services with a 2020 workforce of 271 full-time, 10 part-time and 99 seasonal employees.

Our Mission Statement:

The City of Branson is committed to its citizens and those who visit here to ensure a safe and environmentally sound community. We will work as a team to maintain and promote the growth of our City, and to provide professional, courteous service to all through fair and open communication. We look to tomorrow, remembering yesterday, dedicated to excellence today.

Management Philosophy:

The City believes that all Employees should work together as a team to give excellent service to the citizens and businesses of our community, our visitors, the Mayor and Board of Aldermen, and each other. Our behavior and organizational culture are based on a set of common values.

Branson - Where Values are the Difference

January

Vision – Planning for the future and encouraging growth

February

Leadership – Exhibiting a positive example in leading others toward achievement

March

Service/Courtesy – Responding to others with respect and a helpful attitude

April

Sustainability – Reducing waste today for a better tomorrow

May

Excellence – Being the best by doing your best

June

Safety – Maintaining an environment free from harm

July

Teamwork/Cooperation – Less me, more we; working towards a common goal

August

Volunteerism (Involvement) – Making a personal commitment to helping others

September

Stewardship – Wise and cost efficient utilization of all resources

October

Open Communication/Transparency – Open sharing of information between employees, citizens, and visitors.

November

Integrity – Doing the right thing, even when no one is looking

December

Accountability – Accepting responsibility for all your actions

Summary of Benefits:

Eligible employees of the City of Branson are provided with a wide range of benefits. A number of programs (such as Social Security, workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits available to full-time eligible employees include:

Salary: Pay rates are based upon the position's placement under the pay plan. New employees start at the first step or minimum salary in the appropriate grade unless the City Administrator determines that qualified applicants are not available at the salary specified at the first step, or that an applicant has special qualifications that justify a higher starting rate. Employees serve either a six-month or a one-year probationary period. Pay increases shall not be automatic, but shall depend upon increased service value of an employee to the City, based on the employee's annual performance appraisal. Market Adjustment pay increases shall be authorized when included in the City's adopted budget.

Holidays: 12 paid days per year.

Vacation: Vacation leave is accrued by all full-time employees as follows:

- 0 - 6 years: 80 hours at 3.08 hours per 80 hour pay period
- 6 years 1 day - 14 years: 120 hours at 4.62 hours per pay period
- Greater than 14 years: 160 hours at 6.150 hours per pay period

Firefighters working more than a 40-hour per week shift shall accrue as follows:

- 0 - 6 years: 112 hours at 4.308 hours per pay period
- 6 years 1 day - 14 years: 168 hours at 6.462 hours per pay period
- Greater than 14 years: 224 hours at 8.615 hours per pay period

Employees can accrue a maximum of 240 hours of vacation leave (336 hours for firefighters).

(Employees are eligible to use vacation upon successful completion six-months' worth of a probationary period).

Note: Vacation leave for part-time employees shall accrue at .0383 hours for every hour worked each pay period.

Seasonal employees who work the entire season and leave in good standing at the end of the season shall accrue .0383 hours of personal leave for every hour worked. The accrued time will then be available for use the following year if the seasonal employee is again employed by the City.

Sick Leave: Accrues at 3.70 hours (5.15 hours for firefighters) per pay period with a maximum accrual of 480 hours (672 hours for firefighters). Conversion to vacation, accrual of additional time off and pay out of one-half of accumulation are available to certain employees under special circumstances.

Voting Time Off, Bereavement Pay and Jury Duty or Witness Pay: Up to two hours of time off is provided to employees to vote on election day; bereavement pay may be up to three days off to attend funeral services of immediate family members. Jury duty and witness pay is offered, as necessary to meet civic obligations, to eligible employees.

Medical Insurance: The City offers three medical insurance plans. Coverage becomes effective on the first day of the month following the start of employment. All employees are offered a 70% discount on the base medical insurance plan and employees are offered two different plans in which coverage can be paid in full for the employee only portion, provided the employee tests negative for nicotine and completes the requirements of the City's Health and Wellness plan. One of these fully-paid plans is a traditional PPO plan with a small deductible, and the other is a high-deductible plan where the City (and optionally the employee) contributes money to the employee's health savings account. The third medical plan is a traditional PPO plan that has a \$0 deductible, but requires an additional payroll deduction to participants. Employees who use/test positive for nicotine or do not meet the requirements of the Health and Wellness

program, will not qualify for the full incentive discounts. The City is sensitive to its employees' family obligations, as it currently pays 67.25% of the cost of dependent medical insurance coverage on top of what the City contributes to the employee only portions.

Dental Insurance: The City offers one plan. The employee only premium is paid in full by the City without any qualifications. Employees are responsible for paying an additional cost for dependent coverage.

Life Insurance: The City provides group term life and accidental death and dismemberment insurance in the amount equivalent to the employee's annual salary, rounded up to the nearest thousand, subject to a minimum of \$25,000 and a maximum of \$100,000. Optional additional or dependent life insurance is available, subject to underwriting qualifications.

Retirement: The City contributes to Social Security and Medicare on behalf of all employees. Additionally, employees become members of LAGERS, the largest retirement system in Missouri that serves local government employees. Employee contribution is locked at 4% of gross pay, with the remainder paid by the City for this defined benefit plan. For 2021, the City's contribution rate is 14.5% of gross pay for the General Retirement group (the Police and Fire groups have different contribution levels that the City pays). Employees are fully vested following 5 years of service. The City of Branson participates in the L-6 plan which provides the greatest benefit to Social Security contributing entities.

Fitness Center: The City provides to employees no-cost memberships to the CoxHealth Fitness Center located in the Branson RecPlex.

Credit Union: The City provides services of the Missouri Credit Union to the employees for banking, savings and lending services through payroll deduction.

Section 125 Cafeteria Plan: The City offers various optional supplemental insurance plans which are available on a pre-tax basis. Health and dental insurance premiums may also be moved under the plan to lower taxes. Additionally, the City provides employees optional Flexible Spending Accounts to cover out of pocket medical or daycare expenses.

Deferred Compensation (457): Two optional deferred compensation plans are offered that provide tax advantages and an additional means in which to save for retirement with an easy payroll deduction.

Paid Training: The City believes in encouraging advanced training and education that will enhance an employee's ability to perform his or her current job, or to complete an approved degree program. Training programs may be offered to employees, with supervisory approval, through seminars and workshops, which are provided during working hours and paid for by the City. This benefit may also include certain certifications and licenses.

Tuition Reimbursement: Eligible employees may also apply for tuition reimbursement for up to six credit hours per fiscal year for qualifying courses at qualified educational institutions.

Uniforms and Uniform Allowance: Provided to eligible employees.

Benefits and benefit levels are subject to change with no prior notice. Benefits are discussed in detail at new employee orientation meetings. Any questions should be directed to the Human Resources Department at 417-337-8555.

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