



## **City of Branson, Missouri**

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### **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 2015 workforce of 244 full-time, 37 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 step pay plan or merit plan. New employees shall 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. Merit and step pay plan 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:** Twelve (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

Vacation leave for part-time employees shall accrue at .0383 hours for every hour worked each 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 shall accrue no more than 240 hours of vacation leave (336 hours for firefighters).

(Employees are eligible to use vacation upon successful completion of their six-month probationary 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:** Provided to eligible employees.

**Health Insurance:** The City offers one (1) health plan. Employee coverage is paid in full if the employee is a non-tobacco user and chooses to participate in the City's Health & Wellness plan. The City pays approximately 67.25% of dependent coverage premiums. Employees who use tobacco or choose to not participate in the Health & Wellness program also pay a percentage of the employee coverage premium.

**Dental Insurance:** The City offers one (1) plan. The employee premium is paid in full. The employee pays the difference between employee and dependent coverage.

**Life Insurance:** The City provides group term life and accidental death and dismemberment insurance in the amount of 1x the employee's annual salary, rounded up to the nearest thousand, subject to a minimum of \$25,000 and a maximum of \$100,000.



**Retirement:** Following six months of employment, 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 2015, the City's contribution rate 14% of gross pay. Employees are fully vested following 5 years of service. The City of Branson participates in the L-6 plan.

**Fitness Center:** The City provides to employees free 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 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.

**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 (6) credit hours per fiscal year for qualifying courses at qualified educational institutions.

**Uniforms and Uniform Allowance:** Provided to eligible employees.

**Golf Fees:** Employees may golf at the City-owned Don Gardner Pitch and Putt Par 3 Golf Course at no charge. One guest may accompany the employee at no charge.

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.

Revised 01/01/2015