



City of Amarillo PT Plus Employees 2025 Benefits Guide



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Benefit Contacts

Resource	Phone in CST/Web Address
City of Amarillo Benefits Department City Hall, 601 S. Buchanan Street, Rm. 104	806-378-4235 (M-F, 8am to 5pm) Benefits@amarillo.gov
Pension Plan - TMRS (City of Amarillo Plan #00030)	800-924-8677 (M-F, 8am to 5pm) www.tmrs.com or TMRS App
Employee Assistance Plan (EAP) – AllOneHealth/DeerOaks	888-993-7650 (24/7) or allonehealth.com/deeroaks Click “Sign Up” to create an account and enter your email and create a password using company code: amarillo
Dental – MetLife Takealong Dental	844-263-8336 – General Questions or Enroll by Phone metlifetakalongdental.com – Enroll Online Referral Code - RMTADSOUTH

Benefits Overview

When Coverage Begins:

On the first day of employment, Part-Time Plus employees will automatically be enrolled in the TMRS retirement and EAP benefit plans. You have the option to obtain dental coverage through our dental provider Metlife.

Dental Plans

This is a voluntary dental plan that offers an individual dental policy, and it is provided through **MetLife TakeAlong Dental**.

There are three great programs to choose from:

PPO	Dental HMO/Managed Care ³	MetLife Discount Dental ⁴
<ul style="list-style-type: none">• Three benefit coverage levels to choose from: Low, Medium or High.• Flexibility to choose any licensed dentist, in or out of the network, and still receive benefits.¹• In-network providers accept negotiated fees, which are typically 30% – 45% less than the average charges in the same area.²• No referral needed for specialty care.• Access to thousands of participating dental locations.	<ul style="list-style-type: none">• Available to residents of California, Florida, New York and Texas.• Two benefit coverage levels to choose from: Low or High.• Pre-select a dentist at time of enrollment, who participates in the network.• Broad network of carefully screened general dentists and specialists who provide dental care at a reduced cost.• No waiting periods, claim forms, deductibles or annual maximums.	<ul style="list-style-type: none">• This is a discount program and is not insurance.• Discount program for dental services from a nationwide network.• Save 5% to 50% on most dental procedures.• 5% to 20% savings on orthodontics including braces and retainers.• 5% to 20% reduction on specialist's fees.• Cosmetic dentistry included.• You may visit any dentist participating in the plan.• Not available in Washington, Utah and Vermont.

Dental Information

You can go to www.metlifetakealongdental.com and enter your Zip Code to review the different benefit options and premiums by plan.

If you choose to enroll in one of the dental plans, you will pay MetLife directly based on the dental plan chosen. Note, payroll deduct with the City of Amarillo is not an option with the part-time dental plans.

Pension Benefits

Texas Municipal Retirement System (TMRS)

As a Part-time Plus employee or if you are changing your status where you meet the eligibility requirements for this retirement plan, you are automatically enrolled in the TMRS plan as of date of hire or status change date.

You contribute 7% of your gross compensation each pay period on a pre-tax basis and your employer will make a 17.4% matching contribution into your TMRS retirement account. When you have 5 years of service credit you are 100% vested. You earn a month of service credit toward retirement each month you make a deposit while employed in an eligible position. As a vested member, if you leave TMRS-covered employment, you may leave your deposits (includes employee/employer matching contributions) with TMRS, and your deposits will continue to earn yearly interest credits until you retire. If you are not vested and leave TMRS-covered employment, you may leave your deposits (includes only employee contributions) with TMRS up to 5 years and your deposits will continue to earn yearly interest credits. Download the TMRS App and register your account for easy access to your personal information.

Service credit with other statewide retirement systems or government entities may also count toward your eligibility for service retirement. With combined service, you may be able to retire earlier. Contact the Benefits Department for more information on Prior Service Credit.

To be eligible to retire and receive a pension annuity you must meet the following eligibility requirements. You must have at least 20 years of service at any age or be at least 60 years of age with 5 years of service or receive approval for disability retirement through TMRS.

You will be mailed a TMRS packet to your home address on file. You will need to set up your account online at www.tmr.com or through the TMRS App and make your beneficiary elections. Any address, name changes or beneficiary elections will need to be updated through TMRS and instructions to perform these tasks are provided below. After you meet your vesting requirement of 5 years, TMRS will require you to update your beneficiary information.

TMRS – Log into your account at www.tmr.com or call TMRS Customer Service at 1-800-924-8677

- Address Change – Under Quick Links under Update, Click on “Contact Information” and Select “Edit”.
- Name Change – Under Quick Links under TMRS Forms, Click on “Download Forms”, Click on “Commonly Used TMRS Forms”, Click on “Address or Name Change Form.” Fillable form pops up and fill out required fields. Print out and sign form. Fax or mail form per instructions at the top of the page.
- Beneficiary Change – Under Quick Links under Update, Click on “Beneficiaries”, Click on “Update Retirement Beneficiaries.” Fill out the requested information.

You will also need to update your address or name change through Workday for City of Amarillo. See next section for information on these changes.

Other Benefits/Information

Employee Assistance Program (EAP)

Your mental health and well-being matters. The City offers an Employee Assistance Program as one of our benefits, providing mental health counseling and a wide range of whole health support services for all employees and anyone living in your household on your first day of employment.

Your well-being is our priority. The EAP Member Portal will provide:

- **Enhanced Features:** Access mental health support, self-guided therapy (iCBT), financial wellness tools, work-life resources, and new medical advocacy referrals.
- **Convenient Support:** Easier navigation and seamless connection to services like live chat, phone support, and online request forms.
- **Member Portal App or Via Your Computer:** You'll be able to access the member portal from your mobile device or computer and request support anytime.

How to Get Started:

1. Visit **AllOneHealth.com/DeerOaks** and click "Sign Up" to create an account using your email and company code: **amarillo**.
2. For help creating an account, click "Email Support".
3. You will receive an email confirmation to complete the registration process.

How to Download the EAP Member Portal Web App

1. From your mobile phone, open Safari (iPhone) or Chrome (Android).
2. Visit **AllOneHealth.com/DeerOaks**
3. Tap the share icon (iPhone: square with an arrow; Android: three dots).
4. Select "Add to Home Screen" and tap "Add".

This will place the updated Member Portal icon on your home screen, giving you quick access to all the latest resources and features.

Free EAP Services Offered!

■ **Request a Mental Health Session**

Request counseling by submitting an online form or live chat. Choose from in-person or virtual counseling options to meet your needs. You and anyone living in your household receive up to six free, confidential counseling sessions per issue.

■ **Request Referrals & Resources**

Submit a request for family care and lifestyle support including childcare and eldercare referrals, legal referrals and financial consultation, personal assistant referrals and medical advocacy consultation.

■ **Explore Thousands of Self-Care Articles & Resources**

Health and lifestyle assessments, interactive checklists, soft skills courses, podcasts, resource locators, exclusive discounts, and expansive articles on whole health and well-being.

■ **Visit Your Online Financial Center**

Featuring worksheets, calculators, and a wide range of financial resources and tools to help reach personal goals and build financial wellness.

We provide these EAP benefits to help you thrive in all areas of life with holistic support for mental health, well-being, and more. These benefits are completely confidential to use. We encourage you to reach out to EAP for personalized support!

Name and Address Changes

Provided below is the information you will need to update your address or name change.

- **Address Change**
 - These changes can be updated in Workday either through your computer or on the App.
- **Name Change**
 - These changes can be updated in Workday either through your computer or on the App. Documentation for the name change will be required at time of request.

