

City of Lansing

Council Staff Fringe Benefits

Fringe benefits provided to Council Staff shall be in accordance with provisions provided to other City employees as set forth in these rules or as otherwise established by the City Council from time to time. In recognition of the fact that the Sr. Legislative Assistant and Internal Auditor are senior level positions, and supervise other employees who may have varying fringe benefit provisions, the City Council or its designee shall be authorized to offer fringe benefits commensurate with education, experience and at a level appropriate to their position, within the following parameters:

Health Insurance:

The City of Lansing shall offer at the time of hire the following choice of medical insurances. Coverage will be effective the first day of the month following the date of hire. Current plans offered are:

Effective May 1, 2009:

> Blue Cross/Blue Shield PPO - includes a \$20.00 co-pay for office visits. Prescription drug co-pays are \$10.00 generic/\$20.00 Preferred brand co-payment and \$40 non-formulary drugs, with a mail order prescription drug service plan. This plan includes a \$500 calendar year limit on preventative services, emergency room services with a \$50 co-pay, and a 50% co-pay for mental health and substance abuse services. Per pay period employee contribution towards health will be \$9.01 for single coverage, \$20.20 for double coverage, and \$25.22 for family coverage. Summary booklets are available in the Department of Human Resources.

> Physicians Health Plan - includes a \$20.00 co-payment for office visits. Prescription drug co-pays are \$15.00 generic/\$25.00 Preferred brand co-payment and \$50 non-formulary drugs. Optical (vision) coverage, for exam only with \$15.00 co-payment. Per pay period employee contribution towards health care will be \$9.07 for single coverage, \$20.04 for double coverage, and \$24.57 for family coverage. Summaries are available in the Department of Human Resources.

Opt out: Employees will be allowed to opt out of the City's health care plan annually, during the City's open enrollment period provided the employee provides written proof of coverage from another source. Any employee who opts out of the City's health care plan will be eligible to receive \$1800 in any year which they receive coverage from another source. In addition, such payments will be made twice a year, by separate check, following the period of time the employee had alternate coverage. City employees married to City employees are entitled to one coverage only and are not entitled to opt out payments.

Vision Plan: Effective May 1, 2009 employees will be for Blue Cross Blue Shield VSP 12/12/12 Vision Plan. This plan provides vision exams, lenses and frames, and contact lenses with a co-pay.

Dental Insurance: The City pays the full premium costs for the Dental plan provided by the City, coverage includes the employee and family members. Coverage includes 100% coverage for cleaning; 50% coverage for treatment costs with an \$1,200 maximum per person per contract year. Employees and dependents will also receive orthodontic coverage which provides fifty percent (50%) of treatment costs with a \$3,500 lifetime maximum per person. Coverage is effective the first day of the month following thirty calendar days of service. Booklets and summaries are available in the Department of Human Resources.

Life Insurance: The City pays the premium on a base \$50,000 of group life and \$50,000 Accidental Death and Dismemberment Insurance for full time regular employees. Dependent coverage is available at the employees cost according to the following schedule:

Spouse	\$25,000
Unmarried child, age 14 days to 6 months	\$ 500
6 months to 23 years	\$ 2,000

Coverage is effective one (1) month and one (1) day following the date of hire.

Vacation: Except as provided in paragraph two (2), employees shall be eligible for paid vacation to be accrued and available for use on a monthly basis after the completion of six (6) months of full time service. The vacation schedule is as follows: After the completion of six (6) months of full time service a new employee will be credited with a pro-rated share of vacation time from the employee's one (1) year vacation credit. The year one (1) credit will be ten (10) days. In subsequent years for two (2) years through five (5) years of service, employees receive 10 days vacation. Thereafter, employees will receive one (1) additional day per each year of additional full time service, not to exceed a maximum vacation leave of 20 work days.

For new appointments, Council may grant ten (10) to fifteen (15) days vacation leave for year one (1). Council may also make vacation leave for new appointments available for use immediately at point of hire.

If an employee leaves the service of the City before completing six (6) months of full time service, no accrued vacation will be allowed. No vacation leave credit will be earned during a leave of absence without pay.

Bereavement: At the time of the death of a spouse, child, step-child, parent, step-parent and parent of a current or deceased spouse, an

employee will be entitled to use a maximum of the next five (5) working days with pay, not to be deducted from the accumulated sick leave, to arrange for and/or attend the funeral. Additional time may be taken off with the approval of the department head and charged to vacation, personal leave or compensatory time. An employee will be entitled to use a maximum of three (3) working days with pay, not to be deducted from the accumulated sick leave to make arrangements and attend the funeral for niece, nephew, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grandchild.

A period of time taken off for bereavement which is less than or equal to one-half day, shall only be considered one-half day. A period of time taken in excess of one-half day will be considered a full day.

The City may require verification of the death and/or of the relationship of the employee to the deceased, at its discretion, following the leave and before making payment for the bereavement time. The City may withhold payment if the employee did not make prompt notification for leave, prior to taking the time off, so that work could be covered in the employee's absence.

In the event of the death of a member of the immediate family, including spouse, child, step-child, parent and step-parent, additional time may be taken off with the approval of the department head. This time off may be charged to vacation, personal leave time or compensatory time earned.

Holidays: New Year's Day
 Martin Luther King Birthday
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day
 Friday After Thanksgiving Day
 Day Before Christmas
 Christmas Day
 Day Before New Year's Day

Longevity: Longevity bonuses shall be paid to employees as follows:

5 but less than 10 years service	2%
10 but less than 15 years service	4%
15 but less than 20 years service	6%
20 but less than 20 years service	8%
25 or more years of service	10%

All regular full time employees in the active service of the City as of December 31st, of any year, shall be entitled to receive a longevity bonus for length of service with the City. The evaluation of the

employee's time will be determined on October 1st, projecting the years of service through December 31st of the current year. Using the projected date of December 31st, employee's who will have completed five (5) years of continuous full time service and continuing in subsequent years of such service, shall receive annual longevity payments as provided in the schedule. Payments to employees who become eligible by December 31st of any year shall be due the payment by December 1st of the current year. No longevity payment as above scheduled shall be made for that portion of an employee's regular salary or wage which is in excess of the negotiated maximum base wage, which is currently \$20,000.

Employees who are eligible for longevity bonus payment and who retire on a service or disability retirement basis will be paid a pro-rated longevity bonus. Such pro-rated payment will be based on the number of calendar months of full time service credited to an employee from the preceding October 1st to the date of retirement.

Personal Leave: Employees receive two (2) personal leave days annually on January 1 or at time of hire. Such days must be used by December 31 or they shall be forfeited.

Education Reimbursement: Employees shall be reimbursed for tuition and lab fees for approved college level course work or other departmentally approved training or education programs which are taken off-duty. Costs shall be reimbursed at a rate not to exceed \$300.00 annually. Legislative Research Analyst and Internal Auditor, shall be reimbursed for tuition and lab fees for approved college level course work or other departmentally approved training or education programs at a rate not to exceed \$500 annually. Reimbursement shall be paid upon proof of successful completion of course work. All requests must be made in writing and courses must be satisfactorily completed.

Parking/Transportation Subsidy: Except as otherwise provided for in a particular employment contract, in accordance with Resolution #149 (4/90) all City Council staff members, whether full or part-time, but excluding the Internal Audit staff except for the Internal Auditor shall have parking provided to them at no cost in the North Grand Parking Ramp. Any Council staff members, whether full or part-time staff, but excluding the Internal Audit staff except for the Internal Auditor, who elects to utilize CATA bus transportation will be reimbursed the full cost of a monthly pass.

Deferred Compensation: Employees shall be eligible to participate in such deferred compensation plans as may be offered by the City. Currently those plans include Aetna Life & Annuity and T. Rowe Price. The employee may contribute up the maximum allowable by law annually through payroll deduction. For a bi-weekly employee the minimum contribution is \$25.00 per pay period. For a weekly employee the minimum contribution is \$15.00 per pay period. Summaries are available in the Department of Human Resources.

City of Lansing 125 Cafeteria Plan

Medical and Dependent Care Reimbursement: Employees have the opportunity to pay for medical insurance premiums, unreimbursed medical expenses, and dependent care costs with pretax dollars through AFLAC. AFLAC also offers supplemental insurances that may be purchased on a pretax basis through payroll deduction.

Employees hired after October 29, 1990 Defined Benefit Retirement System Retirement: Employees will belong to the City of Lansing General Employees Retirement System (ERS). Vesting, retirement factor multipliers and effective dates for calculation are all governed by Ordinance Chapter 292. Commencing October 1, 2003, the retirement factor for full time members will be one and eight tenths percent (1.8%). Employee contributions for retirement will be six and five-tenths percent (6.50%) and deducted on a pretax basis.

As provided by ordinance, for service after September 30, 2003 the annual retirement amount is calculated at 1.8 times the final average compensation for the first 35 years of credited service. The maximum pension allowance shall not exceed 100% of an employee's final average compensation. Eligibility, for regular retirement, will be age 50 with 25 or more years of service or age 58 with 8 or more years of service.

Employees hired before October 29, 1990 Defined Benefit Retirement System Retirement: Employees shall be members of the City Employee Retirement System (ERS). Effective October 1, 2003, Ordinance Section 292.350, requires Council Staff employees to contribute to the ERS three and three quarters per cent (3.75 %) of the employees' annual compensation. The retirement factor will be two and eight tenths quarter per cent (2.80%). The maximum pension allowance shall not exceed 100% of an employee's final average compensation.

Employees are eligible for regular retirement with eight or more years of service when a) age 58 or more, or b) the age at which age plus service equals or exceeds 65. There is no mandatory retirement age and final average compensation is based on the highest two consecutive years out of the last ten years.

Retirement health care* with 8 years of service with the City if hired before July 1, 1987 and 15 years of service if hired on or after July 1, 1987. For employees hired after February 2009 there will be no retirement health care provided to spouse's, coverage is employee only.

*Retirement health care will be consistent with the health care plans available to active Council Staff employees.

Sick Leave: Employees shall be credited with 3.7 hours of sick leave each pay ending. except that no sick leave credit will be earned during a leave of absence without pay. The total accumulation of sick leave credit shall not exceed 1,360 hours. Such sick leave may be used during the period of an employee's absence from work due to their own illness or injury and illness in the employee's immediate family which necessitates their absence from work. Immediate family will be restricted to the following relationships of the employee: spouse, child, step-child,

parent, step-parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, and grandchild.

All absences will be reported to the Personnel Director on forms provided for that purpose.

Employees who are eligible for work disability benefits under the provisions of the Michigan Worker's Compensation Law may utilize sick leave credits to the extent of the difference between Worker's Compensation payments and the employee's regular wage.

Sick leave credit will not be allowed in advance of being earned or in anticipation of future leave credits. If an employee does not have sufficient sick leave credit to cover a period of absence chargeable to sick leave, payroll deductions for the time lost will be made for the pay period in which such absence occurred.

When an employee is not able to report for work for reasons chargeable to sick leave, it will be the employee's responsibility to daily notify his/her supervisor or department no later than two (2) hours after the regular starting time. Unless such notice is received, no sick leave will be approved.

A physician's certificate indicating the illness or injury and the treatment received therefore or other pertinent evidence of absence may be required by the department head and the Personnel Department to substantiate sick leave claims. A sick leave affidavit must be completed and submitted to the Personnel Department on the date of an employee's return from any absence chargeable to sick leave. Falsification of any sick leave claim or utilization will be cause for dismissal from the service of the City.

In accordance with Resolution #573 of 1996, upon finding of hardship by the City Council in any particular case, the City Council may approve, by resolution an allocation from the City Council Staff Bank for a Council Staff member. Donation of leave time may not exceed sixty (60) work days, however, the City Council may approve, by resolution the donation of leave time in excess of the sixty (60) day maximum.

Upon separation from the City, employees vested in the Defined Contribution plan will be paid for one-half ($\frac{1}{2}$) of his/her unused accrued sick leave at the date of separation, up to a maximum of eight-five (85) days.

An employee who has accumulated 60 days of sick shall have the option at the end of the calendar year to relinquish and receive a reimbursement for up to the first four unused sick leave days accrued that year over 60 days.

Personnel Department, 4TH Floor City Hall, 124 West Michigan Avenue, Lansing MI 48933
(517)483-4014

EQUAL OPPORTUNITY EMPLOYER

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