Policy:	**Benefit Summary**
Effective:	1/1/2014
Revised:	4/21/2015; 6/21/16

Purpose

To provide employees with a brief summary of the benefits offered to City employees. Documentation is available in the Communications and Human Resources Office. The City makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the City.

Policy

All regularly scheduled employees working 32 hours or more per week (1,664 hours per year) may participate in all benefits. All regularly scheduled employees working 14-31 hours per week may participate in some benefits, at their own expense.
In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to **eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month.** In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Life Insurance

1. Waiting Period — Date of hire.
2. Eligible — All employees working thirty-two (32) hours or more per week.
3. Benefit Amount — $50,000 term insurance + accidental death and dismemberment.
4. Premium — 100% Full-Time – Paid by employer
   Less than 40 hours – Prorated

Supplemental Life Insurance

1. Eligible — All employees working thirty-two (32) hours or more per week.
2. Benefit Amount — Up to $25,000 guaranteed upon hire date. Up to an additional $225,000 subject to underwriting, medical

		records, and a physical.
	3. Premium	Paid by employee – cost based on age.
Dependent Life Insurance	1. Waiting Period	Date of hire.
	2. Eligible for Coverage	Spouse and all children over six (6) months of age.
	3. Benefit Amount	$5,000 spouse, $2,500 per child.
	4. Premium	Paid by employee.
Medical Insurance – Advantage High and Advantage Value Plans	1. Plan Options Available	Health Partners, Blue Cross Blue Shield, Preferred One
	2. Waiting Period	Date of hire.
	3. Eligible	All employees working more than thirty (30) hours a week.
	4. Benefit Amount	Varies by plan: Advantage High, Advantage Value, Advantage HSA
	5. Premium	Single Coverage City Pays first $550 per month, then employee and City split the cost equally of any cost over $550 per month. Less than 40 hours – prorated. Family Coverage City Pays first $550 per month, then employee and City split the cost equally of any cost over $550 per month. Less than 40 hours – prorated.

High Deductible Medical Coverage with a Health Savings Account (HSA)	1.Plan Options Available	Health Partners, Blue Cross Blue Shield, Preferred One
	2. Waiting Period	Date of hire.
	3. Eligible	All employees working more than thirty (30) hours a week.
	4.Benefit Amount	Varies by clinic selection within the plan.
	5 Premium	<u>Single Coverage</u> City Pays first $550 per month, then employee and City split the cost equally of any cost over $550 per month. Less than 40 hours – prorated. City contributes $1,750 annually to employee's HSA account ($437.50 deposited quarterly into employee's account). <u>Family Coverage</u> - City Pays first $550 per month, then employee and City split the cost equally of any cost over $550 per month. Less than 40 hours – prorated. City contributes $3,500 to employee's HSA account ($875 deposited quarterly into employees account).

Dental Insurance Basic or 'Low' Plan	1. Type of Plan	United Healthcare
	2. Waiting Period	Date of hire.
	3. Eligible	All employees working more than thirty (30) hours a week. (Part time employees pay pro-rated premium)
	4. Benefit Amount	100% Preventative Dental Services and Type 1 services, 50% coverage on Type II services.
	5. Premium	Single - 100% Full-time - Paid by City for Low Plan. Less than 40 hours – prorated. $50 deductible per person for Type II services. ($750 Maximum per person per calendar year for both Network/Non-Network providers. Family – City pays cost of low single plan, employee pays for anything above low single amount. $150 Family Annual Calendar Year Deductible for Network/Non-Network providers.)

Dental Insurance Preferred or 'High' Plan	1. Type of Plan	United Healthcare
	2. Waiting Period	Date of hire.
	3. Eligible	All employees working more than thirty (30) hours a week. (Part time employees pay pro-rated premium)

	4.	Benefit Amount	100% Preventative Dental Services; 80% Type II services 50% for Type III services, after $50 per person deductible (waived for Type I services). ($1,000 Maximum per person per calendar year for both Network/Non-Network providers. Family – City pays cost of low single plan, employee pays for anything above low single amount. $150 Family Annual Calendar Year Deductible for Network/Non-Network providers.)
	5.	Premium	Single low plan premium paid by City. Cost of High plan and dependents paid for by employee.
Long Term Disability	1.	Waiting Period	The first of the month following employment.
	2.	Eligible	All employees working more than thirty (30) hours a week.
	3.	Benefit Amount	Fifty (50) Percent of wage/salary.
	4.	Premium	Paid by employer
	5.	Elimination Period	Ninety (90) days from disability.
	6.	Maximum	60 months
PERA - Pension Plan – Pretax Retirement	1.	Type of Plan	Public Employees Retirement Plan – Defined benefit.
	2.	Waiting Period	Starts immediately for all employees with a gross amount of more than $5100.00 per year.
	3.	Eligible	All full-time or part-time employees. No casual, temporary or seasonal employees.
	4.	Benefit Amount	Calculated at time of retirement or termination.
	5.	Employee Contribution	Employees except police – 6.5% of gross wages per pay period. Police contribution –10.8% of gross wages per paid period.
	6.	Employer Contribution	Employees except police – 7.5% of gross wages per pay period. Police contribution – 16.2% of gross wages per pay period.
	7.	Vested	After three (3) years of employment. The employee may request a refund prior to retirement. Employer contribution is not refundable.

Deferred Compensation Pretax Retirement	1.	Type of Plan	457-ICMA Retirement Corporation – Contribution 457-State of Minnesota Deferred Compensation Plan – Contribution
	2.	Waiting Period	Thirty (30) days from enrollment-permanent open enrollment.
	3.	Eligible	All full-time or part-time employees. No casual, temporary or seasonal employees.
	4.	Benefit Amount	Calculated at time of retirement or termination.
	5.	Employee Contribution	Minimum of $10.00 per pay period.
	6.	Employer Contribution	None.
	7.	Vested	457 plans are not designed to accommodate vesting schedules.
Sick Leave	1.	Waiting Period	As accrued.
	2.	Eligible	All employees working thirty-two (32) hours or more per week.
	3.	Benefit Amount	Eight (8) hours per month for full-time. Prorated hours per month for part-time.
Emergency Leave	1.	Eligible	All employees working more than thirty-two (32) hours a week.
	2.	Benefit Amount	Up to 24 hours (3 days x 8 hours) for major emergencies or disasters.
Funeral Leave	1.	Eligible	All employees working more than thirty-two (32) hours a week.
	2.	Benefit Amount	Up to 24 hours (3 days x 8 hours) with pay, not charged to vacation or sick leave allowed for death of family members as specified in the Employee Handbook or Union Contract.
Holidays	1.	Eligible	All employees working thirty-two (32) or more hours per week. (Hours pro-rated for employees working less than 40 hours per week.)
	2.	Benefit Non-Union Employees	New Years Day, Martin Luther King Day, President's Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, ½ day

			Christmas Eve, Christmas Day and Personal Day.
	3.	Benefit Local 70-Utility	New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, ½ day Christmas Eve, Christmas Day, and five (5) floating holidays.
	4.	Benefit Local 70-General	New Years Day, Martin Luther King Day, President's Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day and Personal Day
	5.	Benefit LELS-Police	Eleven (11) floating holidays per year. Paid on December 1st each year.
Vacation	1.	Waiting Period	As accrued.
	2.	Eligible	All employees working thirty-two (32) hours or more per week.
	3.	Benefit Amount One-Four Years	Eighty-eight (88) hours per calendar year. Accrued Biweekly. Maximum accumulation 176 hours. Prorated hours for part-time employees working thirty-two (32) hours or more per week.
	4.	Benefit Amount Five-Nine Years	One hundred twenty (120) hours per calendar year. Accrued biweekly. Maximum accumulation 240 hours. Prorated hours for part-time employees working thirty-two (32) hours or more per week.
	5.	Benefit Amount Ten-Fifteen Years	Acquire one (1) additional day per year through 15 years of service. Accrued biweekly. Maximum accumulation is twice the annual accrual rate. Prorated hours for part-time employee working thirty (32) hours or more per week.
Credit Union Membership	1.	Waiting Period	None.
	2.	Eligible	All employees.
	3.	Benefit	All types of financial services available with direct deposit from biweekly payroll.
Wellness Plan	1.	Waiting Period	None. See Employee Handbook Wellness policy.
	2.	Eligible	All regular and part time employees. City Council and Police Reserves are also eligible.
	3.	Employer Contribution	$20 per month for health club fees (minimum of 10 visits required), or $240 annually for approved wellness related materials.

Flexible Benefit Plan	1.	Waiting Period	None.
	2.	Eligible	All employees regularly scheduled to work fourteen (14) hours a week or more.
	3.	Benefit	Tax savings on medical insurance contribution, uncovered eligible medical, dental and dependent care expenses
	4.	Tax Savings	Employee saves taxes (federal, state and social security. Increases your spendable income.
AFLAC	1.	Waiting Period	None
	2.	Eligible	All Employees, voluntary benefit
	3.	Benefit	Short Term Disability, Life Insurance, Hospital Confinement, Dental, Vision, Hospital ICU, Accident, Cancer, Lump Sum Critical Illness, Critical Care Recovery
MN Benefit Association	1.	Waiting Period	None
	2.	Eligible	All Employees, voluntary benefit
	3.	Benefit	Discounted benefits and services including; Scholarships, Banking, Mortgages, Travel, Legal Services, and Insurance.
MN College Savings Plan	1.	Waiting Period	None
	2.	Eligible	All Employees, voluntary benefit
	3.	Benefit	529 college savings plan
Educational Reimbursement	1.	Waiting Period	Tuition reimbursement must be budgeted the prior calendar year.
	2.	Eligible	All employees regularly scheduled to work thirty-two (32) hours a week or more.
	3.	Benefit	Upon receipt of tuition invoice. Mileage reimbursement at the IRS rate.
Post Employment Health Plan (PEBSCO)	1.	Waiting Period	Varies depending upon group.
	2.	Eligible	All employees working thirty-two (32) hours or more per week.
	3.	Benefit	Plan designed to meet retiree's health care needs and expenses.
	4.	Employer Contribution	Converted sick leave – pretax sick and vacation severance.

Longevity	1. Waiting Period	Five (5) years from initial employment.
	2. Eligible	All employees working thirty-two (32) hours or more per week. Pro-rated benefit if less than full time.
	3. Benefit	1% base salary – 5-10 years of service-paid annually December 1st. 2% of base salary – 11-15 years of service-paid annually December 1st. 3% of base salary – 16-20 years of service-paid annually December 1st. 4% of base salary – 21-25 years of service-paid annually December 1st. 5% of bas salary – 26-40 years of service-paid annually December 1st.

NOTE: This is a summary of benefits for informational purposes only. Subject to change at anytime.