

## City of West University Place Summary of Employee Benefits

### Regular Status:

If you successfully complete the provisional period you may become a regular full time employee.

### Work Week:

40 hour work week (fire personnel 53 hour work week) begins at 12:01 a.m. Sunday and ends the following Saturday or a 9/80 schedule.

### Longevity Pay:

Begins after one year of service. \$5.00 per month will be provided for each year of service rendered to the City. Longevity pay is an addition to your base salary and is paid annually, in December.

### Pay Period & Direct Deposit:

Payroll is prepared on a biweekly basis and will be direct-deposited into your checking or savings account every other Friday.

### Health Insurance:

No waiting period. West University Place offers its employees an EPO medical plan through Aetna (10-1-2015 through 9-30-2016). The premiums are shared by the city and the employee and currently are as follows:

#### HEALTH INSURANCE PREMIUM/CONTRIBUTION MODEL BCBSTX – PPO-750 (Direct Contract)

Choice Plus	Total Cost	City Contribution Employee & Spouse Are Wellness Participants	Employee & Spouse Contribution Wellness Participant	Employee Contribution Non-Wellness Participant \$157/month	Spouse Contribution Non-Wellness Participant \$188/month	Employee & Spouse Contribution Non-Wellness Participant \$345/month
Employee	\$523.55	\$507.12	\$16.43	\$173.43	N/A	N/A
Employee & Children	\$968.73	\$738.33	\$230.40	\$387.40	N/A	N/A
Employee & Spouse	\$1,152.73	\$866.55	\$286.18	\$443.18	\$474.18	\$631.18
Employee & Family	\$1,675.98	\$1,348.38	\$327.60	\$484.60	\$515.60	\$672.60

**Non-Wellness Participation Contribution in Addition To Normal Employee Contribution Beginning 10-1-15:**

Employee Non-Wellness Participant: \$157/month  
 Spouse Non-Wellness Participant: \$188/month  
 Employee and Spouse Non-Wellness Participant: \$345/month

**Dental Insurance:**

No waiting period. West University Place offers its employees the choice of three (3) dental plans.

**DENTAL INSURANCE PREMIUM/CONTRIBUTION MODEL**

**GUARDIAN (Interlocal)**

<b>DHMO</b>	<b>Total Cost</b>	<b>City Contribution</b>	<b>Employee Contribution</b>
Employee	\$12.05	\$12.05	\$0
Employee & Children	\$26.95	\$26.95	\$0
Employee & Spouse	\$20.28	\$20.28	\$0
Employee & Family	\$32.88	\$32.88	\$0
<b>VALUE PPO</b>	<b>Total Cost</b>	<b>City Contribution</b>	<b>Employee Contribution</b>
Employee	\$23.99	\$23.99	\$0
Employee & Children	\$46.31	\$34.85	\$11.46
Employee & Spouse	\$43.90	\$37.78	\$6.12
Employee & Family	\$66.93	\$46.90	\$20.03
<b>PREMIER PPO Plus</b>	<b>Total Cost</b>	<b>City Contribution</b>	<b>Employee Contribution</b>
Employee	\$33.86	\$29.41	\$4.45
Employee & Children	\$75.94	\$52.31	\$23.63
Employee & Spouse	\$60.50	\$45.94	\$14.56
Employee & Family	\$103.04	\$69.44	\$33.60

**Vision Insurance:**

No waiting period. West University Place offers its employees the option of purchasing vision insurance benefits.

**OPTIONAL VISION PREMIUM/CONTRIBUTION MODEL**

**BLOCK VISION**

<b>BLOCK VISION</b>	<b>Total Cost</b>	<b>City Contribution</b>	<b>Employee Contribution</b>
Employee	\$7.06	\$0	\$7.06
Employee & Children	\$12.79	\$0	\$12.79
Employee & Spouse	\$12.06	\$0	\$12.06
Employee & Family	\$19.14	\$0	\$19.14

### **West U Wellness Program:**

The Employee Wellness Program provides the foundation for the City to develop activities and modify work environments to support the health and well-being of City employees. In addition to the benefits for employees, positive benefits are likely to accrue to families of employees resulting in better health for employees, families and the community. Department Heads are strongly encouraged to be flexible and support employee participation in wellness activities.

The Employee Wellness Program goal is to identify risk and provide avenues for behavior modification thus reducing chronic disease and reducing medical cost(s) associated with an unhealthy lifestyle.

In support of the Wellness Program, the City encourages employees to engage in a regular program of exercise to increase their levels of physical activity. *Department Heads may approve an employee's request to use up to 45 minutes of paid time each scheduled work day, up to three days per week during normal working hours for the employees to exercise at city-owned facilities and according to City policy.*

### **Flexible Spending Account:**

Allows you to contribute pre-tax salary into an account to be used as reimbursement for medical, dental, vision, and prescription co-payments not covered by your health, dental or vision care plans. Dependent childcare is also available.

### **Life/AD&D Insurance:**

Provided to employees with a face value of \$30,000 Life and \$30,000 AD&D at no cost to the employee. Additional \$90,000 AD&D insurance for fire fighters and police officers. Employees may choose to purchase additional life insurance for themselves and their dependents.

### **Disability Insurance:**

Disability insurance is provided for periods of extended disability due to an accident or illness. Coverage is generally available after the elimination period of 60 days or 180 days, whichever applies.

### **Texas Municipal Retirement System (TMRS):**

TMRS is the primary retirement plan offered by the City. Participation is mandatory and becomes effective the first day of employment. Your tax deferred contribution will be 7% of your gross income and the City's contribution is approximately twice that amount, depending on actuarial determinations. You may retire with benefits after five (5) years of service at age 60 or with 20 years of service at any age. If you should die while still in the City's employment, TMRS provides a death benefit, payable to your beneficiary that would

equal approximately your current annual salary. If you are a retiree, your death benefit would be \$7,500.

### **Retiree Health Benefits:**

***Employees hired before January 1, 2009***, are eligible for retiree health benefits. Health benefits, excluding dental, vision care, accidental death and disability, are available with years of service restrictions if you retire through the Texas Municipal Retirement System. Once you reach age 65 and eligible for Medicare or other federal or state health plans or if you become employed, you will no longer be eligible to participate.

***Employees hired after January 1, 2009***, may be eligible for continued coverage through COBRA according to regulatory requirements.

### **Deferred Compensation:**

A 457 tax deferred compensation plan is offered to employees on a voluntary basis through ICMA Retirement Corporation. Beginning January 1, 2015, you may defer up to \$18,000 of your gross annual income. However, withdrawals or use of the account as collateral are not permitted under the IRS regulations.

### **Credit Union:**

As an employee of the City, you have the opportunity to join the Smart Financial Credit Union. Smart Financial is an independent, not-for-profit, self-help financial cooperative owned and controlled by its members. Various savings programs and checking accounts are available as well as additional services.

### **Employee Assistance Program:**

A free program that can assist and refer employees who have the need for help with personal problems that can adversely affect his or her health and job performance. This program is confidential and professional assistance is there to help you and your immediate family members. However, costs that are incurred which are not covered by your health plan, shall be at the employee's expense.

### **Training Schools:**

Upon approval of your department director, training schools are available to employees who are required to attend mandatory training for certification purposes or maintain certification at the City's expense.

### **Tuition Reimbursement:**

Tuition reimbursement will be provided for tuition costs up to \$5,000 per year offered by accredited educational institutions provided classes and course work will be completed on

the employee's own time, maintain a grade average of "C" or better and this benefit is coordinated with and secondary to any other source of funds you may receive for the purpose of attending classes. However, if you take a leave of absence for educational purposes, you will not be eligible for tuition reimbursement.

### **Holidays:**

The City offers nine (9) paid holidays, although some positions may be required to work on a holiday. In addition to the nine (9) paid holidays offered, beginning January 1, 2009, employees will have one (1) floating holiday (after a minimum of six months of employment; firefighters may substitute the floating holiday for 9-11) which must be scheduled and taken during the calendar year and shall not be subject to carry-over or payment if not used.

### **Personal Leave:**

Employees are provided four (4) days of personal leave each year, which is accrued at the beginning of each quarter (January, April, July and October). At year-end, employees will receive payment for any unused leave.

### **Vacation:**

Vacation accrues depending upon tenure with the City. Eligibility is after completion of six months of continuous service. Incremental vacation accrual increases depend on tenure with the City.

- 10 days per year for employees with four (4) years of service or less;
- 15 days per year for employees with five (5) years of service but fewer than 12 years of service;
- 20 days per year for employees at the start of the employees 12<sup>th</sup> year of service; and
- 25 days per year for employees at the start of the employees 20<sup>th</sup> year of service.

### **Sick Leave:**

Beginning January 1, 2015, employees will accrue fifteen (15) days of sick leave annually. Employees may choose to participate in the sick leave incentive program and convert up to 3 days of sick leave into vacation in accordance with city policy guidelines.

### **Sick Leave Bank:**

The sick leave bank provides an added source of sick leave for those employees who have suffered their own *catastrophic illness* or *injury* in accordance with City policy.

**Leave of Absence:**

May be allowed for a reasonable length of time with department director and city manager approval and the absence does not interrupt efficient operations of the City of place an undue burden on fellow employees.

**Administrative Leave:**

Allows exempt employees reasonable time off from time to time with the approval of the department director or city manager.

**Funeral/Emergency Leave:**

Three (3) to five (5) days may be granted depending on the definition of family member.

**Dependent Care Leave:**

Up to ten (10) of paid leave may be allowed depending upon circumstances. Such leave will be granted no more than once every three years and will run concurrently with Family and Medical Leave.

**Jury Duty:**

Leave with pay will be authorized according to City policy.

**Military Leave:**

If ordered to duty, you will be paid the difference between military and your regular base rate of pay not to exceed 15 working days. If the leave is voluntary during a national emergency or you are called to active duty, you will be granted military leave of absence without pay.