

**CITY OF ALBANY**  
**BENEFIT SUMMARY- EXECUTIVE EMPLOYEES**

**INSURANCE**

<b>Medical</b>	Coverage for employee and family; the City pays approximately 97% of the premium, based on current rates.
<b>Dental/Vision</b>	Coverage for employee and family with the City currently paying 97% of the premium.
<b>Life/AD&amp;D</b>	This life insurance benefit is two times the employee's annual salary, not to exceed \$150,000 and fully paid by the City. (Employer paid premium exceeding the life insurance value of \$50,000 is taxable.)
<b>Long-term Disability</b>	This benefit is 66 2/3% of employee's monthly salary after a 90-day waiting period and premium is fully paid by the City.
<b>Supplemental (Employee paid)</b>	There are optional insurance plans in which the employee can enroll at his/her expense. (Coverage may not be guaranteed and may require underwriting approval.) <b>Short term Disability-</b> Coverage is guaranteed for new employees; amount of coverage the employee may purchase varies; there is a 7-day waiting period with a 90-day maximum benefit. <b>Additional term life insurance-</b> available for the employee, spouse, and eligible dependents. <b>Accident, Cancer, Hospital, Intensive Care, and Specific Event Insurance-</b> available for employee, spouse, and eligible dependents. <b>Long-Term Care-</b> available for employee and spouse
<b>Domestic Partner</b>	The City of Albany provides employees' opposite and same-gender domestic partnership insurance benefits.

**RETIREMENT**

<b>PERS / OPSRP</b>	The City participates in the Oregon Public Employee Retirement System (OPSRP). Employees are eligible to become members of the OPSRP after six full months of employment. The City pays the six percent employee contribution.
<b>Deferred Compensation</b>	The City pays a 3.5 % contribution into an ICMA 401(a) Plan. Additionally, the employee is eligible to participate with employee contributions in a 457 pre-tax or Roth deferred compensation plan with ICMA-RC and/or Nationwide Retirement Solutions.

**LEAVE BENEFITS**

<b>Vacation</b>	<p>After completing six full months of service at the City of Albany, employees are eligible to use their accumulated vacation. Vacation accruals are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Months of Continuous Service</th> <th style="text-align: center;">Monthly Accrual Rate</th> <th style="text-align: center;">Equivalent Annual (hours)</th> <th style="text-align: center;">Annual Accrual (days)</th> <th style="text-align: center;">Maximum Accrual (hours) <i>2 x Annual</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 through 48 months</td> <td style="text-align: center;">7 hrs.</td> <td style="text-align: center;">84</td> <td style="text-align: center;">10.5</td> <td style="text-align: center;">168</td> </tr> <tr> <td style="text-align: center;">49 through 94 months</td> <td style="text-align: center;">10 hrs.</td> <td style="text-align: center;">120</td> <td style="text-align: center;">15.0</td> <td style="text-align: center;">240</td> </tr> <tr> <td style="text-align: center;">95 through 168 months</td> <td style="text-align: center;">11 hrs.</td> <td style="text-align: center;">132</td> <td style="text-align: center;">16.5</td> <td style="text-align: center;">264</td> </tr> <tr> <td style="text-align: center;">169 through 228 months</td> <td style="text-align: center;">13 hrs.</td> <td style="text-align: center;">156</td> <td style="text-align: center;">19.5</td> <td style="text-align: center;">312</td> </tr> <tr> <td style="text-align: center;">229 months and over</td> <td style="text-align: center;">14 hrs.</td> <td style="text-align: center;">168</td> <td style="text-align: center;">21.0</td> <td style="text-align: center;">336</td> </tr> </tbody> </table>	Months of Continuous Service	Monthly Accrual Rate	Equivalent Annual (hours)	Annual Accrual (days)	Maximum Accrual (hours) <i>2 x Annual</i>	1 through 48 months	7 hrs.	84	10.5	168	49 through 94 months	10 hrs.	120	15.0	240	95 through 168 months	11 hrs.	132	16.5	264	169 through 228 months	13 hrs.	156	19.5	312	229 months and over	14 hrs.	168	21.0	336
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<b>In lieu of Vacation Accrual</b>	Additionally, employees can elect a three percent increase in pay after 169 months of continuous employment in lieu of additional vacation accruals, and an additional three percent pay increase after 229 months of continuous employment in lieu of additional vacation accruals.																														

## LEAVE BENEFITS CONTINUED

<b>Sick Leave</b>	<p>Accrued sick leave can be used the month after it is earned subject to management approval.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Monthly Accrual Rate (hours)</th> <th style="text-align: center;">Maximum Accrual (hours)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">1000</td> </tr> </tbody> </table>	Monthly Accrual Rate (hours)	Maximum Accrual (hours)	8	1000																
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<b>Bereavement Leave</b>	<p>The City grants 5 days leave with pay per occurrence when an employee suffers death in her/his immediate family. This leave can be supplemented by use of sick, vacation, and/or comp time at the employee's option.</p>																				
<b>Holiday Time</b>	<p>Employees receive nine paid holidays per calendar year as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td style="text-align: center;">New Year's Day</td> <td style="text-align: center;">Veterans' Day</td> </tr> <tr> <td style="text-align: center;">Martin Luther King Day</td> <td style="text-align: center;">Thanksgiving Day</td> </tr> <tr> <td style="text-align: center;">Memorial Day</td> <td style="text-align: center;">Friday after Thanksgiving Day</td> </tr> <tr> <td style="text-align: center;">Independence Day</td> <td style="text-align: center;">Christmas Day</td> </tr> <tr> <td style="text-align: center;">Labor Day</td> <td></td> </tr> </tbody> </table>	New Year's Day	Veterans' Day	Martin Luther King Day	Thanksgiving Day	Memorial Day	Friday after Thanksgiving Day	Independence Day	Christmas Day	Labor Day											
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<b>Floating Holiday</b>	<p>Employees are credited floating holiday time January 1 each year according to the following schedule:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Floating Holiday Calendar Year</th> <th style="text-align: center;">Minimum Months in Calendar Year Worked</th> <th style="text-align: center;">Hours Credited Annually</th> <th style="text-align: center;">Equivalent Credited Days Annually</th> <th style="text-align: center;">Allowable rollover</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">January 1 to December 31</td> <td style="text-align: center;">12</td> <td style="text-align: center;">24 hours</td> <td style="text-align: center;">3 days</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">No later than May 1 to December 31</td> <td style="text-align: center;">8</td> <td style="text-align: center;">16 hours</td> <td style="text-align: center;">2 days</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">No later than September 1 to December 31</td> <td style="text-align: center;">4</td> <td style="text-align: center;">8 hours</td> <td style="text-align: center;">1 day</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p><b>Note-</b> These hours must be used by the end of the calendar year; unused balances do not accrue.</p>	Floating Holiday Calendar Year	Minimum Months in Calendar Year Worked	Hours Credited Annually	Equivalent Credited Days Annually	Allowable rollover	January 1 to December 31	12	24 hours	3 days	0	No later than May 1 to December 31	8	16 hours	2 days	0	No later than September 1 to December 31	4	8 hours	1 day	0
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<b>Administrative Leave</b>	<p>FLSA exempt positions receive the following hours of additional leave with pay per fiscal year:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Administrative Leave Fiscal Year</th> <th style="text-align: center;">Hours Credited Annually (July 1)</th> <th style="text-align: center;">Allowable rollover</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">July 1 - June 30</td> <td style="text-align: center;">80 hours</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>These hours are prorated when initially employed; hours must be used by the end of each fiscal year; The option to cash out 40 hours is temporarily suspended.</p>	Administrative Leave Fiscal Year	Hours Credited Annually (July 1)	Allowable rollover	July 1 - June 30	80 hours	0														
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<b>OTHER BENEFITS</b>																					
<b>Education Reimbursement</b>	<p>Employees are eligible for education reimbursement as approved by their Department Director and according to Human Resources Education Incentive Policy.</p>																				
<b>Employee Assistance Program</b>	<p>Employees and family members are eligible to participate in the City's Employee Assistance Program (EAP). An extensive confidential EAP is made available through telephone consultation, face to face, and/or online.</p>																				
<b>Flexible Spending Plan (125)</b>	<p>Employees are eligible for participation in a deferral plan for child care, employee portion of group health insurance premium expenses, and unreimbursed health-related expenses upon initial enrollment as a new employee and re-enrollment on an annual basis.</p>																				
<b>Voluntary Employee Benefit Association (VEBA Trust)</b>	<p>Employees enrolled in the Medical High Deductible Health Plan (HDHP) will receive an annual contribution to a VEBA Trust account. These funds can be used to reimburse the employee's out-of-pocket health care expenses. The City's contribution is \$1000 for single coverage and \$2000 for two-party or family coverage. Additionally, a percent of an employee's unused sick leave balance at retirement may be rolled into their VEBA account.</p>																				
<b>Credit Union</b>	<p>Employees are eligible to become a member at Central Willamette Credit Union.</p>																				

**NOTES: All benefits and contributions listed on this summary are subject to change; benefits listed on this summary are for full-time employees; part-time employees' benefits are pro-rated per the classifications budgeted FTE.**