CITY OF ALBANY

BENEFIT SUMMARY- NONBARGAINING EMPLOYEES

INSURANCE

Medical

Coverage for employee and family; the City pays approximately 95% of the premium, based on current rates. *(Opt out is available only if spouse is contributing to an HSA contribution qualifying plan.)*

Dental/Vision

Coverage for employee and family; the City pays approximately 95% of the premium.

Life/AD&D

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.)

Long-term Disability

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.

Supplemental (Employee paid)

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.)

Short-term Disability- 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.

Additional term life insurance- available for the employee, spouse, and eligible dependents.

Accident, Cancer, Hospital, Intensive Care, and Specific Event Insurance- available for employee, spouse, and eligible dependents.

Domestic Partner

The City of Albany provides employees' opposite and same-gender domestic partnership insurance benefits.

RETIREMENT

PERS / OPSRP

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.

Deferred Compensation

Employees are eligible to participate with employee contributions in a 457 pre-tax or Roth deferred compensation plan with ICMA-RC and/or Nationwide Retirement Solutions; and the City will match up to 1% (one percent) contribution based on an employees' base salary.

LEAVE BENEFITS

Vacation

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:

Months of Continuous Service	Semi-monthly Accrual Rate	Equivalent Annual (hours)	Annual Accrual (days)	Maximum Accrual (hours) *2 x Annual*
1 through 48 months	3.5 hrs.	84	10.5	168
49 through 94 months	5 hrs.	120	15.0	240
95 through 168 months	5.5 hrs.	132	16.5	264
169 through 228 months	6.5 hrs.	156	19.5	312
229 months and over	7 hrs.	168	21.0	336

In lieu of Vacation Accrual

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

Sick Leave

Accrued sick leave can be used the month after it is earned subject to management approval.

Semi-monthly Accrual Rate (hours)	Maximum Accrual (hours)
4	1000

Bereavement Leave

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.

Holiday Time

Employees receive nine paid holidays per calendar year as follows:

New Year's Day	Veterans' Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

Floating Holiday

Employees are credited floating holiday time January 1 each year according to the following schedule:

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

Note- These hours must be used by the end of the calendar year; unused balances do not accrue.

Administrative Leave

FLSA exempt positions receive the following hours of additional leave with pay per fiscal year:

Fiscal Year	Hours Credited Annually (July 1)	Allowable Rollover
July 1 - June 30	80 hours	0

These hours are prorated when initially employed; hours must be used by the end of each fiscal year.

OTHER BENEFITS

Education Reimbursement

Employees are eligible for education reimbursement as approved by their Department Director and according to Human Resources Education Incentive Policy.

Employee Assistance Program

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.

Flexible Spending Plan (125)

Employees are eligible for participation in a deferral plan for dependent 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.

Voluntary Employee Benefits Association (VEBA Trust)

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 for 2020 and 2021 is $1500 for single coverage and $3000 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.

Longevity Incentive

Employees are eligible for longevity awards/pay at 10, 22, and 27 years of employment.

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