

City of Cleveland

Fringe Benefits Summary

The City provides a comprehensive package of fringe benefits for employees. All employee benefits are contingent upon the City of Cleveland’s financial capacity and benefits may be amended by the City Council. The package includes the following:

Health/Dental/Vision Insurance Coverage

City employees are covered by the City of Cleveland Health, Dental and Vision Insurance Plans. Health benefits currently are with Blue Cross and Blue Shield and the dental and vision coverage is with Delta. Details of the coverage are available in the employee insurance benefit handbooks. The City and its employees currently pay the following rates for our base insurance coverage:

	City Cost		Employee Cost		Total Cost	
	Ind	Family	Ind	Family	Ind	Family
Medical	\$713.42	\$ 722.27	\$0	\$410.00	\$713.42	\$1,845.69
Dental	\$ 29.20	\$ 31.57	\$0	\$ 28.12	\$ 29.20	\$ 88.89
Vision	\$ 5.78	\$ 5.07	\$0	\$ 5.10	\$ 5.78	\$ 15.95

The City’s insurance coverage is renewed on August 1st of each year. The City’s agent of record is CBiz/Ed Jacob’s and Associates. Andy Figlestahler along with Dena Hunt are the City’s primary representatives with CBiz/Ed Jacobs. Andy coordinates the city’s renewal each year and every effort is made to ensure employees are receiving the best coverage possible with the funds available. Dena assists the HR Department with claims, enrollment of dependents, changes in coverage, etc.

Open enrollment is held each year beginning in June. This is the period that changes can be made without a “qualifying event” such as marriage, divorce, birth of a child, change in spouse’s employment status, etc. Employees who elect dependent coverage will have deductions from their paychecks during the month of the effective coverage date.

During open enrollment, the Human Resources Department and the representatives from CBiz work with representatives from AFLAC who use the Aflac at Work Benefit Administration System. This system will allow employees to review their coverages and make any changes during the year, provided they are allowable under the coverage terms.

Flexible Spending Account Program

The Flexible Spending Account Program is a plan that allows employees to save on their annual tax liability by the use of pre-tax dollars to pay for certain out-of-pocket expenses such as un-reimbursed medical and dental expenses including co-pays and deductibles, dependent care expenses, over-the-counter medications, eyeglasses, etc. Employees elect an annual amount up to \$3,200 that is deducted from payroll **before taxes** in equal amounts out of 24 or 12 payrolls each year and deposited in their Flexible Spending Account. As claims are incurred, the employee can use a debit card to pay the expense with no out of pocket cash required, or can file for reimbursement if the debit card is not used. Effective with the 2013 plan year, a rollover option was included to prevent the loss of funds that remain in accounts at the end of the plan year. The maximum allowable by the IRS may be unused at the end of each year and will roll

over to the following year. The Flexible Spending Account year begins August 1st and ends July 31st. Contributions from payroll to employees' Spending Accounts begin with the first payroll in August. Both the City and the employee save on federal taxes. The City pays for all expenses related to the administration of the plan. This benefit is available the second open enrollment period after employment.

Life Insurance Coverage

City employees are provided with two times their base annual salary for life insurance and accidental death and dismemberment insurance. Dependent coverage is provided in the amount of \$2,000 for a spouse and \$1,000 for each dependent child. Employees must inform the HR Department in the event of a change in their beneficiary, and of the change in marital status so dependent coverage can be updated. There is no cost to employees for this coverage.

Long-Term Disability

City employees are provided with long-term disability insurance that pays a minimum of 60% of the employee's regular earnings up to a maximum of \$10,000 per month in the event of disability. The benefit will be provided for disability from the employee's current occupation for two years, then would convert to disability from any occupation. This benefit begins after the exhaustion of sick leave or 90 days, whichever is greater. There is no cost to the employee for this coverage.

Paid Sick Leave

Employees are credited with sick leave each month at the rate of one (1) day per month. Sick leave is to be used for an employee's personal illness or injury off the job and may also be used for the necessary care and attendance of a member of the employee's immediate family. Unlimited accumulation is allowed. Unused sick leave is not paid for at termination of employment, however, credit is given for unused sick leave for employees retiring under the City's retirement plan. Twenty days of unused sick leave will provide the employee with one additional month of service credit in the TCRS. Employees are encouraged not to abuse the paid sick leave benefit so that paid time will be available in the event of an extended absence (paid sick leave serves as short term disability provided by the City), and for the additional service credit at retirement. Sick leave is accrued on approximately the 15th of each month and the leave balance is provided to employees with pay advices every two weeks.

Paid Vacation Leave

New hire employees are granted 1 week of vacation leave. Employees earn vacation leave on a monthly accrual basis based on length of service. The list below shows the amount of vacation that is earned on a monthly and annual basis. 24-hour shift Fire personnel earn vacation time at 1.4 times the rate of a regular 40 hour per week employee. There is a maximum carryover allowed each year on January 1st of 240 hours of vacation for all employees except Law Enforcement working 12-hour shifts who have a maximum carryover of 360 hours & 28-day Fire who have a maximum carryover of 720 hours. Any vacation over the allowed maximums will convert to sick time. Any unused vacation leave is paid to the employee at termination of employment.

Vacation leave is accrued on approximately the 15th of each month and the leave balance is provided to employees on pay advices every two weeks.

<u>Years of Service</u>	<u>Accrual Rates per Month</u>			<u>Hours Earned per Year</u>		
	<u>40 hr wk</u>	<u>84 hr wk</u>	<u>28 day Fire</u>	<u>40 hr wk</u>	<u>84 hr wk</u>	<u>28 day Fire</u>
0 - 1	3.33	5.00	4.67	40	60	56
1 - 5	6.67	10.00	9.34	80	120	112
5 - 10	10.00	15.00	14.00	120	180	168
10-15	11.67	17.50	16.34	140	210	196
15 - 19	13.33	20.00	18.67	160	240	224
0+	16.67	25.00	23.34	200	300	280

Paid Holidays

Employees other than 28-day Fire and police patrol employees are paid for 14 holidays (112 hours) annually either with time off or additional compensation. Any holiday time that remains on an employee's balance at the end of the year will convert to vacation time. Holiday time is posted to the employees' leave balance at the beginning of each calendar year and the balance is reduced as holiday time is taken. The holiday leave balance is provided to employees on each pay stub. The paid holidays are:

- | | |
|------------------|------------------------|
| New Year's Day | Labor Day |
| Veterans Day | M.L. King Birthday |
| President's Day | Columbus Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Juneteenth | Christmas Eve |
| Independence Day | Christmas Day |

Special Leave

Employees are granted time off from work with or without pay at the discretion of the Department Head for various occasions. Bereavement leave is granted with pay for a maximum of three days for the death of a member of the immediate family. Jury service is granted with pay provided the jury service pay is turned into the City. Military leave is granted with pay for a period not to exceed 20 calendar days in a 12-month period. Special leave with or without pay can be provided at the discretion of the Department Head with the City Manager's approval. Inclement weather leave is provided for all employees in the event the City Offices are closed due to severe weather conditions. If City offices close, employees who are not required to work will only be paid for the hours that City Hall is officially closed, regardless of their regular work schedule.

Retirement Plan

City employees are covered by the Tennessee Consolidated Retirement System, a statewide retirement program that covers state employees and numerous city and county local government agencies and school system employees. In 1982 the City initiated non-contributory status which means that the City pays the full cost of membership for employees. Employees do not pay any of the cost of membership in TCRS. The current contribution rate paid by the City is 17.18% of gross wages for general government employees. For certified police and fire employees who

qualify, an additional 3.5% is paid for the Public Safety Officer Supplemental Bridge Option. Other current options include sick leave credit, option I in service death benefit, 25-year retirement, 5-year vesting, 3.6% indexing, and military service credit, among others.

TCRS is a defined benefit pension plan which means that the benefit provided at retirement is based entirely on years of service and the employee's highest consecutive 60 months of salary. Full retirement benefits are received at 30 years of service or age 60 for general government employees, and 25 years of service or age 55 for Public Safety employees covered by the Supplemental Bridge Option. A 30-year general government employee would draw approximately 48% of their salary at retirement, a 30-year Public Safety Officer with the Supplemental Bridge benefit would draw approximately 71% of their salary. The 25-year early service retirement option for general government employees allows employees with 25 years of service to retire at any age (under 60) with a reduction in benefit. Employees aged 55 who are vested (5 years of service) may also retire at any time prior to age 60 with a reduction in benefit. Full details of the TCRS are available in the HR Department or online at www.tcrs.tn.gov.

Retiree Premium Reduction Plan/Medicare Supplement

In June 2006, the City implemented a program that allows retirees who qualify to remain on the City's health, dental and vision insurance coverage for life. Retirees under age 65 remain in the City's group plans that are provided for active employees. At age 65 the retiree is covered by a Medicare Advantage Plan. The retiree may also elect to cover spouses after retirement. Spouses may remain in the City's coverage for up to three years in the event of the death of the retiree. Retirees under 65 pay the same for dependent coverage as do active employees. Retirees must have 10 years of full-time employment with any department of the City of Cleveland **and** 1) minimum of 55 years of age; or 2) eligibility for disability retirement under TCRS; or 3) eligibility for the minimum 25 years creditable service retirement under TCRS, to remain in the City's group coverage. A percentage of the retiree's individual premium is paid by the City, based on the employee's years of service. The premium reduction for both the health, dental and vision insurance and Medicare supplement starts at 15 years of service. The City pays 50% of the retiree's individual premium at 15 years of service and the percentage paid by the City increases 3.33% each year up to 100% paid at 30 or more years of service (5 % each year and 100% for 25 or more years of service for public safety employees).

Voluntary Participation in 457 and 401k Plans

City employees are eligible for 457 and 401k programs administered by Tennessee Consolidated Retirement System. These are voluntary tax-favored programs that allow public employees to contribute a portion of their salary before federal taxes into supplemental retirement accounts. These are long range retirement options designed to allow employees to contribute to an account that will supplement the benefits received from the State Retirement System and Social Security and provide a more secure standard of living in their retirement years. The plans are very flexible. Employees may enroll at any time, can make changes to their plan design, change contribution amounts, stop contributions if necessary and then resume contributions at a later date and make other changes whenever needed. Various options are available including fixed rate annuities, publicly available mutual funds and life insurance. Guidelines and rules for employees' access to their funds are in accordance with IRS regulations.

Workers Compensation and Occupational Disability Salary Supplement Plan

City employees are covered for occupational injury and illness according to the state worker's compensation laws, with coverage administered by the Tennessee Municipal League Risk Management Pool. The City in addition has adopted an Occupational Disability Policy that will supplement the worker's compensation weekly benefit amount to insure that employees receive an amount equal to their full regular earnings for a period of 30 calendar days. After 30 days if the employee remains unable to return to work, they will receive the temporary total disability benefit from TML (66.67% of regular pre-disability earnings). The remaining 33.33% may be covered using vacation time (but not sick leave). Employees are encouraged to work safely, and report any accident or injury immediately, even if minor in nature, so that appropriate medical attention can be provided.

Educational Reimbursement and Career Training

City employees are eligible for up to \$4,800 per fiscal year for reimbursement of expenses for continuing education with a regionally accredited institution. Employees who have not completed high school are eligible for a \$500 bonus for obtaining a GED. Employees are provided with job related training and certifications as needed such as Police POST certification, Firefighter certification, Building Inspector certification, SCBA certification for Firefighters, etc., and various other types of supervisory training and job-related courses and seminars.

Electronic Direct Deposit

All new employees are paid by direct deposit and receive a printed pay advice each payroll. Employee information is accessible through our Employee Self-Service portal, where you can make updates to many aspects of your payroll data.

Payroll Deduction YMCA Membership Fees

Employees can join the local YMCA without a joining fee and are eligible for payroll deduction of the monthly membership dues.

Optional Accident, Cancer, Intensive Care, etc. Insurance Coverage

Employees have available at their own expense through payroll deduction group rate coverage through AFLAC and Mutual of Omaha. Various types of coverage are offered through both companies such as cancer plans, accident plans, short term disability plans, additional life insurance, among others. Eligibility for these coverages is at employment or at open enrollment each year.

Cafeteria Plan (Premium Conversion Only)

Employees are eligible to purchase dependent health coverage, dental coverage and other insurance policies with pre-tax dollars saving on their tax liability each pay period.

Longevity Pay

Upon completion of their 5th year of service as of June 30th, all employees will receive longevity pay in the amount of \$375, with \$75 added annually for each additional year of service completed. The longevity bonus is paid in November each year.

Service Awards

City employees are provided with service awards for total years of service as of December 31st of each year. Service time includes all current and any prior periods of service combined.

Retiring employees who reach a qualifying number of years in the year they retire will receive the award payment and service award upon retirement. Awards are provided for the following years:

5 years	\$ 75
10 years	\$100
15 years	\$150
20 years	\$200
25 years and above	\$250

Christmas Bonus

All full-time City employees receive a \$150 bonus in December of each year.

Sick Leave Incentive Pay

As an incentive for nonuse of sick leave employees will accrue sick incentive pay at a rate of \$25 per month that no sick leave is taken.

FICA Taxes

The City pays 7.65% of wages for each employee for Social Security and Medicare.

Competitive Wages, Overtime Pay, and Compensatory Time

City employees are paid competitive wages which are evaluated periodically to insure they are comparable to wages paid for similar duties in both the public and private sectors. The City also makes every effort to give employees an annual cost of living raise (if funds are available and subject to Council approval), normally on July 1st of each year. Employees are compensated for any overtime worked according to the Fair Labor Standards Act, either with pay at time and one half or compensatory time off. Certified Police and Fire personnel are subject to special provisions of the FLSA that allows for extended work periods and an increased number of hours worked before overtime is paid.

Annual Physicals

Annual physical examinations are provided in October each year at no cost to any employee who wishes to participate.

Flu Shots

Flu shots are provided annually at no cost to the employee.

Annual City Employee/Family Event and Employee Appreciation Day

Employees are honored annually with a city-wide event and a luncheon in December, providing funds are available. The annual event is open to all full-time employees and immediate family members. Employee Appreciation Day is set aside for employees only.

Sold Vacation

Employees who qualify and have been employed for 1-14 years may sell 5 days of vacation leave or pay in lieu of time off once, each fiscal year. Employees who qualify and have been employed for 15+ years may sell 5 days of vacation leave or pay in lieu of time off twice, each fiscal year.

Advanced Sick and Vacation Time

Under certain medical conditions, if an employee exhausts all earned sick and vacation time, they may be advanced up to two weeks of sick leave and two weeks of vacation leave.

Uniforms and Cleaning Services

Uniforms are provided for city employees, other than clerical and others wearing normal street clothes, for Public Works, Police, Fire, Parks and Recreation, and the Animal Shelter. Clothing allowances are provided for department heads and some employees as designated by department heads, as well as reasonable amounts for laundry and dry cleaning.

Death of an Employee

Upon the death of a full-time employee, his/her beneficiary shall receive pay for all accrued vacation time, plus an additional two weeks full pay.