



City of Savage
2006 BENEFITS SUMMARY FOR
REGULAR NON-UNION EMPLOYEES

As a regular employee of the city of Savage, there are a variety of benefits available to you and your family. Employees can participate in medical, dental, life insurance, health care and dependent care (day care) spending accounts, and deferred compensation plans on a pre-tax basis. This means that with each payroll deduction, you can save money by not paying taxes on your premiums or contributions.

Medical Insurance

Monthly Contributions	By Employee (Single Coverage)	None	By Employer (Single)	\$285.55
	By Employee (Family Coverage)	\$209.40	By Employer (Family)	\$590.13

Dental Plan

Monthly Contributions	By Employee (Single Coverage)	None	By Employer (Single)	\$30.57
	By Employee (Single + 1 Coverage)	\$11.91	By Employer (Single + 1)	\$46.84
	By Employee (Family Coverage)	\$33.41	By Employer (Family)	\$46.84

Life Insurance

The employee receives \$50,000 of insurance at no cost. The employee may purchase up to \$300,000 in increments of \$5,000. The employee may purchase up to \$150,000 in increments of \$5,000 for their spouse. The employee may also purchase \$10,000 of life insurance for each of their children. Coverage begins on the first of the month following the employee's date of hire.

Short-Term Disability Insurance

Short-Term Disability Insurance is available at no cost to the employee. This insurance pays 60% of a salary to a weekly maximum of \$400 and is payable up to 13 weeks and begins on the first day of the month following the date of hire.

Long-Term Disability Insurance

Long-Term Disability Insurance is available at no cost to the employee. This insurance pays 60% of a salary to a monthly maximum of \$5,000 and is payable until normal retirement age so long as the employee remains disabled under the terms of the plan. Coverage begins on the first day of the month following the date of hire.

Flexible Spending Plan

The Flexible Spending Account allows the employee to set aside pre-tax income for reimbursement of eligible medical expenses. The maximum medical care account election is \$5,000 per year. The plan helps

save tax dollars in three ways by pre-tax deductions: health premiums; out-of-pocket medical expenses; and dependent care expenses. Coverage begins on the first day of the month following the date of hire.

Employee Assistance Program

There are two areas available to assist an employee:

- **Medica CallLink**
24-hour access to health information by speaking live with registered nurse; able to listen to audio messages in the Health Information Library; and to log on to www.medica.com
- **Medica Optum**
A free and confidential 24-hour telephone counseling service to reach professional counselors regarding personal and work concerns; family issues; legal and financial concerns; and other life issues.

Vacation Leave

Listed below is the rate of vacation leave that regular full-time employees earn:

VACATION LEAVE ACCRUAL RATE		
Years of Service	Annual Accrual Rate	Biweekly Accrual Rate
0 through Year 4	80 Hours	3.08 Hours
Beginning Year 5 through Year 15	120 Hours	4.62 Hours
Beginning Year 13 through Year 15	160 Hours	6.15 Hours
Beginning Year 16 and beyond	160 Hours plus 8 hours for each additional year of service over 15 years (Maximum 200 Hours)	.308 hours for each year of service over 15 years (Maximum 7.7 hours)

Sick Leave

All full-time employees accrue eight hours of sick leave per month. New employees are not allowed to utilize accumulated sick leave until they have been employed continuously for six months. An employee may accrue up to a maximum of 120 days (960 hours) of sick leave.

Sick Leave Bank

An employee who has reached the 960-hour cap of sick leave may accumulate in a separate bank up to 440 hours of sick leave that may be converted to pay for health insurance premiums upon the employee's retirement. Sick leave accumulated in this separate bank shall be converted at a 100% rate and may be used solely for payment of health insurance premiums. Employees may not receive cash compensation for any leave converted.

Funeral Leave

One work day leave of absence with pay shall be granted as a funeral leave to an employee for a death in the employee's immediate family. An additional two days of sick leave with pay may also be granted. In the event the employee has no available paid sick leave, then the two days shall be charged to compensatory time or vacation leave if available. In the event the employee has no available paid leave, then the two days shall be charged to leave of absence without pay. Immediate family is defined as the employee's spouse,

children, siblings, parents, grandparents, or legal wards, or spouse's children, siblings, parents, grandparents, or legal wards.

Severance Pay

Any employee leaving municipal service in good standing after giving proper notice of such termination of employment shall be compensated for vacation leave accrued and unused to the date of separation.

An employee with more than five (5) years of service to the City of Savage who terminates with the City in good standing shall be further compensated through a buy-back of one-half (1/2) of all unused accumulated sick leave up to a cap of 960 hours at the time of separation.

An employee leaving municipal service with the City for 20 years or more shall be compensated for vacation leave and for half of sick leave accrued and unused to the date of separation.

Holidays

The following calendar days and such other days as the Council may establish are paid holidays:

HOLIDAY SCHEDULE			
New Year's Day	January 1	Veteran's Day	November 11
Martin Luther King Day	January (3 rd Monday)	Thanksgiving Day	November (4 th Thursday)
Presidents Day	February (3 rd Monday)	Day After Thanksgiving	Friday After 4 th Thursday
Memorial Day	May (last Monday)	Christmas Eve Day	December 24
Independence Day	July 4	Christmas Day	December 25
Labor Day	September (1 st Monday)	Floating Day	

If a holiday falls on a Saturday, the preceding Friday is taken off. If a holiday falls on a Sunday, the following Monday is taken off. All employees in regular positions are entitled to time off with full pay on holidays. The City Hall shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the nature of their duties or other conditions require them to work.

Any non-salaried employee required to work on any City-observed holiday shall be paid at a rate of 1½ for the time worked on such a holiday in addition to their regular pay for those hours worked. Employees may choose to be paid for the additional hours worked or bank the hours as compensatory time.

Floating holidays must be taken subject to the authorization of the department head regarding scheduling. Floating holidays must be taken in whole increments and must be used in the calendar year in which they are authorized. Floating holidays cannot be carried over from year-to-year.

Employee Tuition Policy

A regular, full-time employee with at least one year of continuous service and satisfactory job performance is eligible for reimbursement of tuition for job-related courses. The application of this policy is limited to employees not subject to collective bargaining agreements. A recommendation by the employee's Department Head and final approval by the City Administrator or designee is also required for eligibility. To receive reimbursement, the employee must receive an academic grade of "B" or higher.

An employee may receive tuition reimbursement in an amount equal to the per credit hour rate applicable at the University of Minnesota and up to 4 credits per semester. In addition, the amount budgeted annually by the City for this program shall serve as a cap for reimbursement payments. Reimbursement is available only for tuition and not for books or other fees. An employee may not enroll in more than one course per semester/quarter without prior approval by the City Administrator. If the employee leaves the City's employment within one calendar year after receiving a reimbursement, the employee shall return to the City a share of the reimbursed tuition, computed on a pro-rata basis.

Life Time Fitness Benefit

An employee is eligible for this coverage upon enrollment in the Medica Medical Plan. The program provides a reduced enrollment fee and reduced monthly fees on Life Time Fitness memberships. An employee must participate in a Life Time Fitness activity at least eight times per month to receive the monthly fee reduction.

PERA Pension Plan

A full-time employee is automatically enrolled in this plan. Both the employer and employee pay contributions into this plan.

Deferred Compensation

An employee may choose to participate in any one of three deferred compensation plans: Minnesota State Deferred Compensation; ICMA; and/or Nationwide. Funds are invested on a pre-tax basis for retirement. Participation in this program is at the employee's option and the City does not contribute to the plan.

Voluntary Long-Term Care Insurance

Voluntary long-term care insurance is available to employees. Coverage begins upon enrollment. Employees are eligible to enroll at any time.

Payroll Periods/Automatic Deposit

Employees are paid every other Friday (26 pay dates annually). An employee may choose to have their payroll check deposited into accounts as designated.

COBRA Coverage

All employees leaving employment with the City have the option to continue health insurance coverage through the COBRA Plan.

Credit Union Membership

Membership in Affinity Plus Federal Credit Union is available to employees.

Employee Committee

The Employee Committee sponsors various employee activities and events throughout the year. Voluntary employee contributions help to defray costs. Please contact Human Resources for more information about these events, activities, and voluntary contributions.

Wellness Program

The Wellness Program is sponsored by the Employee Committee. All employees are encouraged to participate in different athletic activities (walking, biking, skating, etc.), attend health informational meetings, and to live a healthy life style. An employee participating in the program earns points. If the employee earns enough points to fulfill the requirements of the program, the employee receives a day of paid leave.

Information contained herein is subject to change and does not constitute an express or implied contract. Any provision contained in this Benefit Summary may be modified or revoked without notice.