



OVERVIEW OF EMPLOYEE BENEFITS

This is a summary of the employee benefits. Refer to Section 125 of the City Ordinances – Personnel Rules and Regulations and/or official plan documents for more detailed information.

<u>Benefit</u>	<u>Description</u>
Holiday Pay	<p>Full time employees receive 10 paid holidays per year.</p> <ul style="list-style-type: none">• New Year's Day• Dr. Martin Luther King, Jr. Birthday• Good Friday• Memorial Day• Independence Day• Labor Day• Veterans Day• Thanksgiving Day• Friday after Thanksgiving• Christmas Day.• Any Friday immediately following a City holiday which fallson Thursday. <p>If a holiday falls on a Saturday it will be observed the preceding Friday; if a holiday falls on a Sunday it will be observed the next Monday.</p>
Personal Leave	<p>All full time employees will receive personal leave as follows:</p> <ul style="list-style-type: none">➤ Full time employees who normally work an eight (8) hour shift and the annual number of hours worked is 2,080, then the employee shall accrue eight (8) hours personal leave per month.➤ Full-time employees who normally work a twelve (12) hour shift and the annual number of hours worked exceed 2,080, then the employee shall accrue twelve (12) hour personal leave per month. <p>Personal leave must be pre-approved by your supervisor.</p> <p>Employees that leave the service of the City after 10 years of employment and have accrued more than six (6) weeks of personal leave may convert their personal hours to 401A retirement dollars based on the following vesting schedule with a maximum payout of \$10,000. Amount not to exceed maximum contribution in the 401A for the calendar year.</p> <p>Employed 10 years through 14 years – 25% Employed 15 years through 19 years – 50% Employed 20 years or more - 75%</p>

Vacation Pay

Vacation pay is earned on an employee's anniversary date and is based on years of continuous service.

- 1 week after 1 year
- 2 weeks after 2 years
- 3 weeks after 8 years
- 4 weeks after 14 years

Vacation is granted at the end of each year of service. Vacation time must be scheduled ahead of time and be approved by supervisor.

Other Paid Time Off

- Work related disability. Employees who are temporarily disabled in the line of duty shall receive workers' compensation benefits in accordance with the Workers' Compensation Act of 1993.
- Maternity/paternity leave. Maternity/Paternity leave may be taken as paid leave by utilizing accumulated annual vacation leave and sick leave within the requirements of each of those types of leave. Maternity/Paternity leave may only be used for the employee or employee's spouse. The use of Maternity/Paternity leave should be scheduled with the employee's department head sufficiently in advance to allow proper scheduling of the work force.
- Bereavement Leave. Paid leave may be granted in the event of the death of a member of the employee's immediate family. Immediate family shall consist of the employee's spouse, children, parents, brothers, sisters, or spouse's children, parents, brothers, sisters, mother-in-law, father-in-law, grandparents or other dependents. No more than three (3) working days bereavement leave shall be granted in each case.
- Educational leave. The city administrator shall authorize special leaves of absences, with or without pay, for any period not to exceed six (6) calendar months in any one (1) calendar year for attendance at a school or university for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the city service.
- Military leave. All employees of the City of Osage Beach who are or may become members of the National Guard or of any reserve component of the Armed Forces of the United States shall be entitled to leave of absence from their respective duties without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which otherwise entitled for all periods of military services during which they are engaged in the performance of duty or training in the service of this State at the call of the Governor and as ordered by the Adjutant General without regard to length of time and for all periods of military services which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty (120) hours in any Federal fiscal year
- Leave of absence without pay. The City Administrator may grant a full-time or probationary employee a leave of absence without pay or change in seniority. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request; and the approval shall be in writing. Upon expiration of a regularly approved leave, the employee shall be reinstated in the position held at the time leave was granted or in a comparable position.

➤ Jury leave. Every employee of the city who is required to serve as a trial juror shall be entitled to absent themselves from their duties with the city during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee will be compensated 100% by the City in addition to any compensation received as a result of jury duty.

➤ Family and medical leave. Family and medical leave (FMLA) shall be granted pursuant to the provisions of the Family and Medical Leave Act of 1993. This form of leave may be requested by the employee or the City. Certification must be provided by an appropriate health care provider prior to start of leave. Time in grade shall not accrue while on unpaid FMLA.

Medical Insurance
Benefit Year is
July 1 – June 30

Healthlink PPO

Plan A

- Pre-existing conditions are waived
- Doctor Visits—\$20 co pay
- Specialist Visits--\$40 co pay
- Annual Deductible is Individual \$300/Family \$900 (In-Network)
- Annual Out of Pocket Maximum is Individual \$1,500/Family \$3,000 (In-Network)
- Coinsurance In-Network-90/10 and Out of Network-70/30
- Preventive services covered at 100%. (In-Network)
- Pharmacy up to 30 day supply covered:
 - Generic Formulary—25% up to \$50 co-payment
 - Brand Formulary—40% up to \$100 co-payment
 - Non-Formulary—50% up to \$150 co-payment

Plan B

- Pre-existing conditions are waived
- Doctor Visits—Subject to deductible and coinsurance
- Specialist Visits—Subject to deductible and coinsurance
- Annual Deductible is Individual \$500/Family \$1,500 (In-Network)
- Annual Out of Pocket Maximum is Individual \$2,500/Family \$5,000 (In-Network)
- Coinsurance In-Network-80/20 and Out of Network-60/40
- Preventive services covered at 100%. (In-Network)
- Pharmacy up to 30 day supply covered:
 - Generic Formulary—35% up to \$50 co-payment
 - Brand Formulary—45% up to \$100 co-payment
 - Non-Formulary—50% up to \$150 co-payment

Eye Care is included in both plans. Please see plan document for details.

Dental Insurance
Benefit Year is
July 1 – June 30

Eligible employees may receive dental insurance with Delta Dental the first of the month following a thirty-day waiting period. The cost of coverage is 100% for employee and 50% for family.

Annual Individual Deductible	\$50 Ind./\$150 Family
Annual Individual Maximum	\$1,250 per person

Dental Insurance Cont'd.	Orthodontic Lifetime Maximum	\$1,250
	Deductible	\$50
	Diagnostic & Preventive	100% No Deductible
	Basic & Restorative	80% After Deductible
	Major Dental	50% After Deductible
	Orthodontics	50% After Deductible

Cafeteria Plan Eligible employees may take advantage of reducing their taxable income through the flexible benefits plan. The City provides each employee \$250 per year and employees may also set aside pre-designated amounts into the plan for dependent care and medical expenses not covered by insurance.

Life Insurance AD&D The City provides \$30,000 life insurance and \$30,000 of accident insurance for each eligible employee. There is also dependent life insurance offered, which the City will provide 50% of the cost of coverage. Please see official plan documents for more details.

Short Term Disability All eligible employees receive short-term disability, which is covered 100% by the City. These benefits begin on the first day of injury or the eighth day of sickness. The maximum benefit period is 26 weeks.

Short Term Disability Amount
 66 2/3% of your weekly earnings to a maximum of \$300 per week less any amounts you receive or are entitled to receive under:

1. The mandatory portion of any “no-fault” motor vehicle plan; and
2. Any state compulsory benefit act or law.

Retirement Eligible employees are enrolled in a 401A Retirement Plan through ICMA Retirement Corp. The City contributes 6% of employee’s annual salary into this plan. There is a five-year vesting period.

Employees may participate in a 457 Retirement Plan with before tax monies and/or a Roth IRA with after tax monies.

There is no waiting period for participation in the retirement plans.

Tuition Reimbursement The City will reimburse the employee up to 100% of the tuition costs if the course is completed successfully. However, the employee must remain in City service for a minimum of six months plus one month for each hour of course credit, after completion of the course.

- Grade A= 100% Reimbursement
- Grade B= 75% Reimbursement
- Grade C= 50% Reimbursement