

CITY OF ESCANABA

NON UNION EMPLOYEE'S HANDBOOK

AND

UNIFORM FRINGE BENEFITS PROGRAM

REVISED January 2, 2012

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1. **VACATION PLAN**

Vacations with pay will be granted on the following schedule:

After one (1) year of service	10 days
After two (2) years of service	11 days
After five (5) years of service	16 days
After twelve (12) years of service	18 days
After fifteen (15) years of service	21 days
After twenty (20) years of service	26 days
After twenty-five (25) years of service	28 days
After thirty (30) years of service	30 days (maximum)

Employees terminating their City employment will be entitled to pay for the unused and accrued portion of their vacation leave to the last date of their employment, that date being the one on which an employee worked a full workday.

2. **SICK LEAVE**

A. Sick leave will be accrued each year at a rate of twelve (12) days per year, to be credited at eight (8) hours per month.

B. Funeral leave will be granted in the event of a death in the immediate family, immediate family being defined as follows: Spouse and children of employee, mother and father of employee, mother and father of spouse, brothers and sisters of employee, brother-in-law and sister-in-law of employee, grandmother and grandfather of employee, stepmother and stepfather of employee, son-in-law and daughter-in-law and grandchildren of employee. Funeral leave shall commence on the actual day of death and shall extend to include the day following completion of funeral services.

C. **Sick Leave Benefits at Retirement**

All unused sick leave accumulated over and above 720 hours shall be paid at one-half (½) of the employee's hourly rate at the last day worked, not to exceed \$1,500.

3. **PERSONAL LEAVE DAY**

Non-Union Mid-Management Support Staff - Each employee will be granted two (2) Personal Leave Days per fiscal year, which can be accumulated to no more than four (4) days total. Advance notice (prior to the date will be utilized) is not required, but is appropriate, as it will assist department heads in their scheduling functions. Notification is required no later than the beginning of the shift that the employee is requesting to leave for, except in the rare case when notification is impractical. When the notification is not timely, the employee will subsequently be

required to provide an explanation for the lack of notice.

Department heads are urged to make every effort to allow employees the use of the time as requested. However, if the granting of the Personal Leave Day results in staffing below minimum requirements, they should deny the request.

Department Heads - Department heads will be granted three (3) Personal Leave Days per fiscal year, which can be accumulated to no more than six (6) days total.

4. **HOLIDAYS**

The following holidays will be recognized:

New Year's Day, afternoon New Year's Eve, Christmas Day, afternoon Christmas Eve, President's Day, afternoon Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day following Thanksgiving.

In the event a holiday falls on a weekend, the City Manager may either designate a day off in lieu of the weekend holiday or grant compensatory time.

5. **RETIREMENT BENEFITS**

All non union employees hired after 6/30/08 shall be enrolled in the City's defined contribution retirement plan (DC plan) pursuant to all terms and conditions existing on the date of hire. Non-union employees hired on or before 6/30/08 shall remain covered under the retirement plan provisions existing on 6/30/08. Employees must be on pension payroll for six (6) months or longer prior to the January 1st COLA effective date.

Retirement Bonus

A. Employees who have reached age 55, or are retiring under a disability retirement prior to age 55, will be eligible for retirement bonus under the following schedule, upon retirement.

<u>Years of Service</u>	<u>Bonus Payment</u>
20	\$300
21	320
22	340
23	360
24	380
25	400
26	425
27	450

28	475
29	500
30	525
31	525
32	525
33	525
34	525
35	525
36	525
37	550
38+	600

B. Employees who have ten or more years of service and are eligible to retire with a pension, shall receive upon retirement or upon completing 25 years of service a wrist watch valued at an amount not to exceed \$150.00 (including the cost of engraving), or shall have an option to receive \$150.00 toward the purchase of a Savings Bond. Public Safety employees also have the option to receive their service revolver.

6. **LONGEVITY PAY**

After completing five (5) full years of service as of November 1st, each employee shall receive annually, on the payday closest to December 1st, longevity pay computed as follows:

<u>Years of Service</u>	<u>Longevity Pay</u>
After 5 years	\$200
After 10 years	350
After 15 years	450
After 20 years	550

7. **INSURANCE BENEFITS**

Life: The City will provide group term life insurance in the amount of \$20,000 per employee.

Health: The City will provide prescription, hospitalization and major medical coverage for each full-time employee and their family. Michigan Conference of Teamsters is the insurance provider and Blue Cross/Blue Shield of Michigan administrates the policy. Employees shall pay 20% of the cost of said policy.*

Dental: The City will provide a dental plan for each employee and their family.

COBRA - Continuation of Health/Dental Insurance

Under the Consolidated Omnibus Reconciliation Act of 1985 or COBRA, you as an employee or your dependents have the right to continue group health or dental insurance for a certain period of time in certain specific instances called "Qualifying Events" where the coverage under the plan would otherwise end.

Qualifying Event

A qualifying event occurs when there is a loss of eligibility for the employee or an eligible dependent due to the following:

- * The employee's reduction in hours or termination of employment
- * The employee's death
- * The employee's divorce or legal separation
- * The employee's entitlement to Medicare
- * An eligible dependent child ceases to qualify as a dependent child under the plan

Notifying the Personnel Department

You or a dependent must notify the Personnel Department within 60 days of the latter of its occurrence or the date coverage would be lost as a result of its occurrence of the following:

- * A divorce
- * Legal separation
- * A child losing dependent status under the plan

Under the law, the employer, the City of Escanaba, is required to notify your health insurance carrier, Blue Cross/Blue Shield of Michigan**, or your dental insurance carrier, Blue Cross/Blue Shield of Michigan, in the event of your death, your termination of employment or reduction in hours, or entitlement to Medicare, within 30 days of its occurrence.

To help insure that you do not suffer a gap in coverage, we urge you, the employee or family member, to notify the City Personnel Office of any and all qualifying events as soon as the qualifying event occurs.

Upon notification of one of the above listed events, you and your eligible dependents will be notified within 14 days of the right to elect COBRA continuation coverage. Within 60 days from the latter of:

- * The date coverage would otherwise terminate under the plan; or
- * The date you receive notice of your rights to COBRA continuation coverage.

If you do not elect COBRA continuation coverage, your health benefits under the plan will end (unless you are eligible and elect other continuation coverage provided by the fund). If you elect COBRA continuation coverage, the plan is required to provide you with coverage which is identical to the coverage provided under the plan to similarly situated employees and their dependents.

Period of Coverage

The maximum period of COBRA Continuation Coverage is 36 months from the date of the qualifying event even if multiple qualifying events occur.

COBRA Continuation Coverage for each person may also be terminated for any of the following reasons:

- * You fail to pay the premium for COBRA Continuation Coverage on time.
- * You become covered under another group health plan.
- * You become entitled to Medicare.
- * The Fund no longer maintains any group health plans.

8. **COMP TIME**

Accumulation of comp time will be limited to 80 hours.

9. **RESIDENCY**

All non-union personnel shall maintain a residence within twenty (20) miles from the corporate City limits of the City of Escanaba.

10. **DISCHARGE**

- a. A permanent employee to be terminated for disciplinary reasons will be given notification from the City Manager with termination effective immediately. A seasonal and part-time employee will be discharged by his/her department head.
- b. In the event the City Manager terminates the employment of a department head and during such time that the department head is willing and able to perform his or her duties, then the City shall pay to the department head severance payments equal to salary payments which the department head would have been receiving over a twelve (12) week period at the department head's current rate of pay in effect on the day prior to the day of termination or until such time that the department head secures other employment, whichever shall occur first. This provision also applies to the City Assessor and the City Clerk who are employed by the City Council. In addition, for the lesser of ninety (90) calendar days after the date of termination or until the department head secures health and medical

insurance, the City shall maintain and pay for health and medical insurance in such amounts and upon such terms as have been revised at the time of the termination; however, no other additional benefits shall accrue during this ninety (90) calendar day period. This policy will also apply to the City Clerk and the City Assessor, who are employees of the City Council.

- c. Notwithstanding subsection b above, the following reasons shall constitute grounds to terminate the employment of the department head without severance pay:
 - i. Violation of the residency requirement set forth in paragraph 3.2;
 - ii. A willful breach of the personnel policies of the City or the willful and repeated neglect by the department head to perform duties that he or she is required to perform;
 - iii. Conviction relating to City employment which while not necessarily criminal in nature, violates the City's established work rules or standards of conduct in some substantial manner;
 - iv. Conviction of a felony.

- d. Any department head promoted to the senior management position of Assistant City Manager or City Manager, who has fifteen (15) or more years of service with the City of Escanaba, will have the opportunity, at management's discretion and after one (1) year, to return to the department from which they were promoted from.


James O'Toole
City Manager

1/2/12
Date

Revised 01-02-12

* Revised on 01/02/12 to reflect employee co-pay.

**Revised on 01/02/12 to reflect change of insurance carrier.