



## City of Lansing

### Mayoral Staff Fringe Benefits

Fringe benefits provided to Mayoral Staff employees shall be in accordance with provisions provided to other City employees as determined by the Mayor.

**Health Insurance:** The City of Lansing shall offer at the time of hire or during an annual open enrollment period the following choice of medical insurances. Coverage will be effective the first (1<sup>st</sup>) day of the month following the date of hire. Commencing July 1, 2007, employees will pay 5% of the cost of the premium of the selected plan. This will be made through a bi-weekly payroll deduction on a pre-tax basis. Current plans offered are:

- 1) **Blue Cross/Blue Shield PPO** - includes a \$20.00 co-pay for office visits. Prescription drug co-pays are \$10/\$20/\$40 generic/preferred brand /non-formulary co-payment with a mail order prescription drug service plan and a mandatory generic rider. This plan includes a \$500 calendar year limit on preventative services, emergency room services with a \$50 co-pay, urgent care visits with a \$20 co-pay, and a 50% co-pay for mental health and substance abuse services. Mail order prescription benefits are available with a 2 co-pay cost for 3 month prescription. Summary booklets are available in the Department of Human Resources.
- 2) **Physicians Health Plan** - includes a \$20.00 co-payment for office visits. Prescription drug co-pays are \$15/\$25/\$50 generic/preferred brand/non-formulary co-payment and a mandatory generic rider. This plan includes emergency room services with a \$50 co-pay and urgent care visits with a \$20 co-pay. Optical (vision) coverage, for exam only with \$15.00 co-payment. Mail order prescription benefits are available with a 2 co-pay cost for a 3 month prescription. Summaries are available in the Department of Human Resources.

For employees hired on or after July 1, 2007 double coverage for spouses employed by the City of Lansing will not be permitted. A waiver payment (opt-out program) for the spouse not receiving coverage will be made.

**Medical Insurance Opt Out Program:** Pursuant to the City of Lansing 125 Cafeteria Plan, employees may choose to opt-out of the City=s health care plan annually, during an open enrollment period. An employee who opts-out of the City=s health care plan will be eligible to receive \$1800.00 annually, in accordance with the procedures of the Medical Insurance Opt-Out Program.

**Dental Insurance:** The City pays the full premium costs for the Dental plan provided by

the City, coverage includes the employee and family members. Coverage includes 100% coverage for cleaning; 50% coverage for treatment costs with an \$1200 maximum per person per contract year. Employees and dependents will also receive orthodontic coverage which provides fifty percent (50%) of treatment costs with a \$3,500.00 lifetime maximum per person. Coverage is effective the first day of the month following thirty calendar days of service. Booklets and summaries are available in the Department of Human Resources.

**Vision Plan:** The City will provide Blue Cross Blue Shield A-80 vision coverage. This includes coverage for a vision examination with a \$5.00 co-pay once every 12 months and lenses, frames, and contact lenses coverage with a \$7.50 co-pay once every 12 months.

**Life Insurance:** The City pays the premium for a base \$50,000 of group life and \$50,000 Accidental Death and Dismemberment Insurance for full-time regular employees. Life insurance coverage for dependents is available for a reasonable cost to the employee, in accordance with the following schedule:

Spouse	\$25,000
Unmarried child, age 14 days to 6 months	\$ 500
6 months to 23 years	\$ 2,000

Coverage is effective one (1) month and one (1) day following the date of hire. Summaries are available in the Department of Human Resources.

**Longevity Bonus:** Longevity bonuses shall be paid to employees as follows:

5 but less than 10 years service	2% bonus
10 but less than 15 years service	4% bonus
15 but less than 20 years service	6% bonus
20 but less than 25 years service	8% bonus
25 or more years	10% bonus

Following completion of five (5) years of continuous full time service by October 1 of any year and continuing in subsequent years of such service, each employee shall receive annual longevity payments as provided in the schedule. Payments to employees who become eligible by October 1 of any year shall be due the subsequent December 1.

No longevity payment as above scheduled shall be made for that portion of an employee's regular salary or wage which is in excess of the negotiated maximum base wage, which is currently \$20,000.00.

**Vacation:** Effective immediately at the point of hire, any new appointment shall be credited with eighty (80) hours to one hundred twenty hours (120) vacation which is immediately available for use. Thereafter, employees will receive an additional eight (8) hours vacation for each year of additional full-time service, not to exceed a maximum vacation leave of 160 hours accrued in any given year, with a rolling cap of 400 hours per pay period. \*For explanation of separation payment see page 5.

**Sick Leave:** Employees shall be credited with 3.7 hours of sick leave each pay ending (approximately (1) one day per month). Employees may use sick leave for absences due to his/her illness or injury, including pregnancy, or an illness or injury in his/her immediate family. No sick leave credit shall be accrued by an employee during an unpaid leave of absence. Employees have unlimited sick leave accrual and may use accrued sick leave, however, upon separation from the City, employees shall be paid 50% of accrued sick leave up to a maximum of 680 hours paid except in cases when fraud, theft, or embezzlement have resulted in discharge. \*For explanation of separation payment see page 5.

An employee who has accumulated 60 days of sick shall have the option at the end of the calendar year to relinquish and receive a reimbursement for up to the first four unused sick leave days accrued that year over 60 days.

**Personal Leave:** Employees receive two (2) personal leave days annually on January 1 or at time of hire. Personal days must be used by December 31 or they shall be forfeited. \*For explanation of separation payment see page 5.

**Holidays:**

- New Year's Day
- Martin Luther King Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday After Thanksgiving Day
- Day Before Christmas
- Christmas Day
- Day Before New Year's Day

**Bereavement:** At the time of the death of a spouse, child, step-child, parent, step-parent and parent of a current or deceased spouse, an employee will be entitled to use a maximum of the next five (5) working days with pay, not to be deducted from the accumulated sick leave, to arrange for and/or attend a funeral or memorial service. Additional time may be taken off with the approval of the department head and charged to vacation, personal leave or compensatory time.

An employee will be entitled to use a maximum of three (3) working days with pay, not to be deducted from the accumulated sick leave to make arrangements and attend a funeral or memorial service for any other immediate family member. AOther immediate family@ shall mean niece, nephew, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grandchild.

**Education Reimbursement:** Employees covered herein shall be eligible for educational cost reimbursement benefits up to \$500.00 annually for job related courses. Such courses must have prior approval in writing and must be taken on personal time to be eligible for reimbursement. All requests must be made in writing and courses must be satisfactorily completed with a grade of 2.5 or better.

**Parking/Transportation Subsidy:** Employees, who do not have a designated parking space due to the nature of their position will be provided parking at no cost at the North Grand expansion ramp or, if the employee=s work site is located there at the North Capitol ramp. A monthly CATA bus pass at the City=s expense or a subsidy equal to the cost of a monthly CATA bus pass to be used for SPECTRAN services will also be provided at no cost.

### **City of Lansing 125 Cafeteria Plan**

**Medical and Dependent Care Reimbursement:** Employees have the opportunity to pay for medical insurance premiums, unreimbursed medical expenses, and dependent care costs with pretax dollars through AFLAC. AFLAC also offers supplemental insurances that may purchased on a pretax basis through payroll deduction. Maximum cap for medical expense reimbursement will be \$2,500 per plan year.

**Deferred Compensation:** Employees shall be eligible to participate in the City=s deferred compensation plan as may be offered by the City. Currently those plan include investment options from Aetna Life & Annuity and T. Rowe Price. The employee may contribute up to a maximum allowable by law annually through payroll deduction or as revised by the Deferred Compensation Committee. For a bi-weekly employee the minimum contribution is \$25.00 per pay period. Summaries are available in the Department of Human Resources.

### **Retirement Plans**

**Deferred Compensation Plan:** Employees shall be eligible to participate in the City=s deferred compensation plan as may be offered by the City. Currently this plan includes investment options from VOYA & Annuity and T. Rowe Price. The employee may contribute up the maximum as allowed by law annually through payroll deduction or as revised by the Deferred Compensation Committee. For a bi-weekly employee the minimum contribution is \$25.00 per pay period. Summaries are available in the Department of Human Resources.

**Defined Benefit Retirement Plan:** Employees hired prior to August 26<sup>th</sup>,2019 will belong to the City of Lansing General Employees Retirement System (ERS) except for current Police and Fire Chiefs who shall belong to the Police and Fire Retirement System. Vesting, retirement factor multipliers and effective dates for calculation are all governed by Ordinance Chapter 292. Commencing October 1, 2003, the retirement factor for full time members will be one and six tenths percent (1.60%). Employee contributions for retirement will be six and five-tenths percent (6.50%) and deducted on a pretax basis.

As provided by ordinance; for service after September 30, 2003 the annual retirement amount is calculated at 1.6 times the final average compensation for the first 35 years of credited service. The maximum pension allowance will be equal to 100% of an employee's final average compensation. Eligibility, for regular retirement, will be age 50 with 25 or more years of service or age 58 with 8 or more years of service.

Vesting, retirement factor multipliers, and employee contribution for employees hired prior to October 29, 1990, shall be as provided in the ERS Ordinance Chapter 292.

**Police and Fire Retirement Plan:** An employee hired into a position subject to the Mayoral Staff Plan Personnel Rules who was a member of the Police and Fire Retirement System or the Employee Retirement System (ERS) on the day before his/her date of hire into the Mayoral Staff Plan position shall remain a member of the Police and Fire Retirement System or the Employee Retirement System (ERS), whichever is applicable.

**Defined Contribution Retirement Plan**

New Mayoral Staff Employees hired on or after August 26<sup>th</sup>, 2019 who were not members of the ERS Plan or the Police and Fire Retirement System Plan prior to being hired – will only become eligible for retirement benefits under the City's Defined Contribution Plan.

The Defined Contribution Plan retirement benefits for the new Mayoral Staff employees will include the following provisions:

1. Mandatory pretax pickup employee contribution of 3%;
2. Mandatory employer pickup contribution of 3%;
3. A one-time pretax voluntary irrevocable pickup election of 0%-5%.
4. An employer match of the voluntary one-time pickup election up to a maximum of 3% of compensation;
5. 100% of employer contribution account vesting upon completion of three (3) Defined Contribution Plan years of service.

**Retirement Health Care:** For all employees hired after October 29, 1990 and before July 1, 2007, the City will provide retirement health care coverage of 55% of the designated base plan premium after completing 8 years of full time service, 75% of the premium after 12 years of service, and 100% of the premium after 15 years of service. Retirement health coverage shall begin at the date of termination of employment with the City or age 55, whichever is later.

For all employees hired on or after July 1, 2007, the City will provide retirement health care coverage after completion of 15 years of service or age 55, whichever is later. Coverage provided will include the eligible employee and no coverage for spouse and/or dependants. Coverage for spouse and/or dependants can be purchased, if desired.

\*Retirement health care will be consistent with the health care plans available to active Mayoral Staff employees. Retirees shall convert to complimentary coverage at their Medicare eligibility date.

Summary information regarding the Plan is available in the Department of Human Resources.

**Classification/Compensation:** Compensation and classification shall be administered by the Department of Human Resources and established through job content evaluation and wage line administration pursuant to the City=s adopted classification/compensation plan.

Subsequent increases in compensation levels for the Mayoral Staff employees shall be determined by the Mayor in accordance with provisions at the same level and date provided to other City employees.

\*Upon separation from City service an employee, or designated beneficiary (as defined by law), shall receive a lump sum payment for 100% of accrued vacation, 50% of accrued sick leave to a maximum of 680 hours, and 100% of accrued personal leave.

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## **EQUAL OPPORTUNITY EMPLOYER**

Rev. October 14, 2019 Retirement  
Rev. Jan. 1, 2009  
Rev. Effective July 1, 2007  
Rev. August 14, 2003 Retirement  
(Rev. February 24, 2003)  
(Rev. July 1, 2001)  
(Rev. September 27, 2000)  
(Rev. June 20, 2000)