

City of Lansing Non-Bargaining Fringe Benefits

Fringe benefits provided to full-time Non-bargaining 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 (1st) day of the month following the date of hire. If an employee chooses the non-base plan, they will be required to pay the difference between the base and non-base plan, in addition to any premium share.

Effective September 1, 2012:

- **Base** – includes a \$40.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$1000/single and \$2000/ family in network deductible and 80% co-insurance. Emergency room services have a \$250 co-pay and Urgent Care visits have a \$60 co-pay.
- **Option 1** - includes a \$30.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$500/single and \$1000/ family in network deductible and 80% co-insurance. Emergency room services have a \$150 co-pay and Urgent Care visits have a \$50 co-pay.
- **Option 2** - includes a \$20.00 co-pay for office visits. Prescription drug co-pays are \$10/\$20/\$40 or \$15/\$25/\$50 for Physician's Health Plan. This plan includes a \$500 calendar year limit on preventative services, emergency room services with a \$50 co-pay, and a 50% co-pay for mental health and substance abuse services.

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.

If the employee chooses to “buy up” to Option 1, they will pay the difference between the premium cost and the State Mandated Hard Cap amount. If an employee chooses the Option 2 plan, they will be responsible for the premium cost difference between Option 1 and Option 2. Employees electing the Base plan above will be eligible for a \$400 cash incentive annually. Benefit summaries and rate sheets are available in the Department of Human Resources.

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 a \$1,500 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 Insurance: Employees are eligible for vision coverage under the VSP vision plan,

effective July 1, 2014. This plan provides vision exams, lenses and frames, and contact lenses with a co-pay. Benefit summaries are available in the Department of Human Resources.

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 \$25,000.00.

Vacation: A new employee shall be credited with 80 hours vacation available for use after the completion of one (1) year of service. In subsequent years two (2) years through five (5) years of service, employees receive 80 hours vacation, with a maximum accumulation of 240 hours per pay period. The maximum accumulation increase correlates with the increase in vacation accrual. After five years of service, 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 6.

Sick Leave: Employees shall be credited with 3.7 hours of sick leave each pay ending (approximately (1) one day per month), no maximum accumulation. 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. 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 has resulted in discharge. *For explanation of separation payment see page 6.

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 6.

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. "Other 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 on 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 these plans include investment options from ING and T. Rowe Price. The employee may contribute up the maximum allowable

by law 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

Employees hired after August 26, 2019 New Non Bargaining employees hired on or after August 26th, 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 Executive Management 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.

The Plan will be administered by Wells Fargo Bank. Employees will enroll and self-direct their investment options. Failure to enroll shall result in the City transferring monies into the Plan which shall default to the Target Date Fund. At the end of eight full years of service members will be vested for all City contributions. Should the member leave at the end of eight full years the member will have the following options:

- Lump sum payment subject to applicable taxes;
- Rollover monies into another tax deferred investment option; or
- Leave monies in the plan and continue to be invested tax deferred.

Retirement Health Care

Employee hired on or after July 1, 2016 are not eligible for retiree health care benefits.

All employees hired after July 1, 2016 will receive a defined contribution healthcare savings account funded by the City of Lansing at the rate of 4% of the employee's wages per year. The account will be established to allow for portability in the event that the employee separates from the City after a three (3) year vesting period.

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 non bargaining 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 to a maximum of 400 hours, 50% of accrued sick leave to a maximum of 680 hours, and 100% of accrued personal leave.

Compensatory Leave shall be administered in accordance with the Compensation Administration section of the Personnel Rules for Non-Bargaining employees.

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EQUAL OPPORTUNITY EMPLOYER

Rev. 01/15/2020
Rev. 09/19/2016
Rev. 05/01/2014
Rev. 09/01/2012
Rev.09/01/2011
Rev. 07/26/2011
Rev. 01/05/09
Rev. 07/01/2007 Retirement health care, h/c premium share, inc. co-pays
Rev. 8/14/2003 New Retirement Plan
Rev. June 17, 2003 - Increase BCBS prescription co-pay, addition of stand alone vision, increase dental benefits
(Rev. December 5, 2001)
(Rev. July 25, 2001)
(Rev. July 1, 2001)
(Rev. September 27, 2000)
(Rev. June 20, 2000)