

CITY OF LOCK HAVEN EMPLOYEE BENEFITS
(ADMINISTRATIVE & NON-UNION EMPLOYEES)

A) **HOSPITALIZATION/MEDICAL COVERAGE:** (FULL TIME EMPLOYEES ONLY)

- 1) Hospitalization and major medical insurance in the form of a PPO Plan through Highmark Blue Cross Blue Shield is provided by the Pennsylvania Municipal Health Insurance Cooperative (PMHIC). This is a high deductible HRA Plan, with the City paying the deductible amounts.
- 2) Dental insurance coverage is provided by a United Concordia Plan.
- 3) City will provide coverage for employee and all eligible dependents.
- 4) Coverage begins as of date of hire.
- 5) Employees are required to pay towards the total health insurance and dental insurance premium as a payroll deduction in the following amounts:
 - 2019: 6% of health premium and 6% of dental premium
 - 2020: 7% of health premium and 7% of dental premium
 - 2021: 8% of health premium and 8% of dental premium
 - 2022: 9% of health premium and 9% of dental premium

B) **MEDICAL REIMBURSEMENT:**

- 1) Full Time Employees – Maximum of \$375/Year paid upon submission of receipts for non-covered medical, eye, dental, or prescription costs. Coverage begins upon end of probation period.
- 2) Part Time Employees – Maximum of \$200/Year paid upon submission of receipts for non-covered medical, eye, dental, or prescription costs.

C) **LIFE INSURANCE:** (Employee Only)

- 1) Full Time - \$25,000/Year Term Life Insurance.
- 2) Part Time - \$15,000/Year Term Life Insurance

Coverage begins upon completion of the probationary period.

D) **SICK LEAVE:**

- 1) Full Time – Employee earns one day/month provided employee works 75% of month's scheduled work days. Maximum accumulation is 150 days. Maximum of five (5) days per year usable for illness of spouse or child.
- 2) Part Time – Employee earns one-half (1/2) day (four hours) per month provided employee works 75% of month's scheduled work days. Maximum accumulation is 150 days. Maximum of five (5) days per year usable for illness of spouse or child.

- E) PAID HOLIDAYS: (10) New Year's Day
 President's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Day

- F) PERSONAL DAYS: (4) Employee's choice.

- G) VACATION SCHEDULE - NON-UNION EMPLOYEES: (2014)

0-2 Years	6 Days Per Year
3-10 Years	11 Days Per Year
11-20 Years	17 Days Per Year
21-24 Years	22 Days Per Year
25 Years	25 Days Per Year
26 Years	26 Days Per Year
27 Years	27 Days Per Year
28 Years	28 Days Per Year
29 Years	29 Days Per Year
30 Years	30 Days Per Year
Over 30 Years	31 Days Per Year
Over 35 Years	32 Days Per Year

For partial years, vacation is accrued on a monthly basis (Each month worked entitles employee to 1/12 of the annual entitlement). Up to five days vacation can be carried over from the previous year each year.

- H) BEREAVEMENT LEAVE:

<u>Relationship</u>	<u>Days</u>
Spouse, Children, Step-Child, Parent or Step-Parent	5
Sisters, Brothers, Step Brothers/Sisters, Grandchild, Step-Grandchild, Father or Mother-In-Law, Son or Daughter-In-Law, Brother or Sister-In-Law, Grandparents, Grandparents-In-Law, Step-Grandparents or any relative residing in the employees' household	3
<u>Relationship</u>	<u>Days</u>
Great-Grandparents, Aunt or Uncle	1

- I) MILEAGE: (CURRENT IRS RATE).

- J) CREDIT UNION: City participates in Pennsylvania State Employees Credit Union (PSECU) and provides for payroll deductions as requested by the Employee. Direct deposit available.

- K) PROBATION PERIOD: New employees and promoted employees, will serve a ninety (90) day probationary period. Sick leave and vacation are earned from date of hire, but may not be taken during probation period.
- L) FLEXIBLE SPENDING PLAN (SECTION 125): Wage Works Resources provides pre-tax plan for child care expenses, medical expenses, and supplemental life insurance.
- M) RETIREMENT BENEFITS: Mandatory participation in City Employees Retirement Fund (C.E.R.F.) (Full Time employees only).

Employee contribution - 6% of earnings per pay period.

Employee is vested after 10 years service.

Benefit calculation at retirement - 1.8% of average gross monthly earnings for best five (5) consecutive years of the last ten (10) years immediately prior to retirement multiplied by Participants' years of service.

NOTE: This document is a summary only. Refer to adopting ordinances and contracts for details, limits, etc.