

MEMORANDUM

TO: Chief Administrative Officer

FROM: Personnel Manager

RE: Proposed Benefit Program Amendments

DATE: March 14, 2005

Since 1976 the City has maintained a benefit program for benefit eligible employees who are not subject to previously approved collective bargaining agreements. The purpose of the Benefit Program approved under this ordinance is to provide benefits that will attract and retain employees and to ensure that the City does not provide lesser benefits for those employees who are not subject to a collective bargaining agreement.

I am proposing two sets of changes.

1. Increase the benefits below to move toward the goal of not providing lesser benefits to non-union employees.

A. Provide vacation benefits for exempt employees with significant tenure that are equal to the vacation leave of AFSCME and IAFF employees. Increase vacation at the start of year 16 from 24 days to 25 days for all exempt employees, except for 24-hour Division Chiefs. Increase vacation for 24-hour Division Chiefs at the start of year 20 from 12 days to 13 days.

B. Increase sick leave buyout at separation for employees who have 30 or more years of service from 25% to the following:

30 years of service	30% of sick leave balance
35 years of service	40% of sick leave balance

Police Officers with 20 years of service receive 50% of their sick leave balance at separation. The cost of increasing non-bargaining unit employees' sick leave buyout can be funded from the payroll savings that occur while we search for a replacement for the separating employee.

2. Improve flexibility, clarity, and legal compliance.

Most of our benefits are subject to the City Council approved benefit program description, a variety of federal and state laws and regulations, legally required plan documents, City policies and procedures, and/or insurance and vendor contracts and plan descriptions. These requirements are increasingly complex, difficult for employees to understand, and subject to rapid change. We continually try to improve benefits communications. I believe that we can improve our benefit program by establishing broad policies and benefit levels in the Ordinance, controlling costs through the annual budget, and describing administrative details in our policies and other employee communications.

This Ordinance:
AMENDS THE CITY OF URBANA BENEFITS PROGRAM.

ORDINANCE NO. 2005-03-041

{An Ordinance Amending the City of Urbana Benefits Program}

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the text of the City of Urbana, Illinois Benefits Program for benefit eligible employees that are not subject to approved collective bargaining agreements, last amended January 20, 2004, is hereby deleted and replaced in its entirety with the text of the attached City of Urbana, Illinois Benefits Program for benefit eligible employees that are not subject to approved collective bargaining agreements.

Section 2. All ordinances, resolutions, motions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall become effective immediately upon its passage and approval.

PASSED by the City Council this _____ day of _____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____.

Tod Satterthwaite, Mayor

City of Urbana Benefit Program Non-Bargaining Unit Employees

DISCLAIMER

City benefits and the statements made in this document are subject to revision at any time without notification of employees by the City. This document and the policies and guidelines referenced herein are not a contract for employment or part of a contract. Nothing in these policies and guidelines provides any contractual obligations or any obligations relating to continued employment, compensation, or employment in a particular position. To ensure the most current and accurate information regarding materials in this document, please contact the City's Personnel Manager. Employees subject to a bargaining agreement should refer to their contract for specific information on their benefits.

SUMMARY AND SCOPE

This document describes some of the standard benefits provided to employees who are not subject to approved collective bargaining agreements and occupy benefit eligible City positions on a regular, non-temporary basis. Other benefits, policies, and procedures are described in pension plan documents, the City's Policy and Procedure Manual, insurance and vendor documents, and other City communications. These documents are available through the City's internal web site and/or the Personnel Division's web page and office. The CAO and/or the Personnel Manager shall establish the policies, rules, and procedures governing the benefit packages for employees not subject to approved collective bargaining agreements, including modifications to the policies and procedures, and descriptions herein. The City adheres to applicable laws that affect these benefits.

PHILOSOPHY

These benefits are designed, in conjunction with pay, to attract, reward, and retain highly qualified individuals who will best serve the public. Therefore, it is the goal of the City of Urbana, to the greatest extent possible, to provide a competitive benefit package that is no less than the benefit packages provided for employees who are subject to bargaining-unit agreements.

POSITION DEFINITIONS

- ❑ **REGULAR BENEFIT ELIGIBLE POSITION:** A non-temporary position that averages 20 or more hours per week annually and has been duly authorized and budgeted as benefit eligible. At the time of appointment, the benefit package is identified as fulltime, 75%, or 50% based on the anticipated work hours.
- ❑ **NON-BARGAINING UNIT POSITION:** An exempt or non-exempt position that is not subject to a bargaining unit agreement (NBU).
- ❑ **EXEMPT / MANAGEMENT:** A position classified as exempt from overtime requirements under the Fair Labor Standards Act (FLSA). Supervisory, professional, and administrative positions meeting certain criteria are typically classified as exempt.
- ❑ **HOURLY / NON-EXEMPT:** All other positions that are not classified as exempt under the FLSA.
- ❑ **PART-TIME:** Pro-rated benefits are provided for part-time regular benefit eligible positions that are expected to average 20 or more hours of work per week over a year. Positions that are authorized for 20-29 regular hours per week are authorized at the 50% benefit level and those authorized for 30 or more hours per week are authorized at the 75% benefit level.
- ❑ **DEPARTMENT HEAD:** A Department Head (Director) or the CAO.

TIME OFF AND LEAVE

Leave is accrued, advanced, approved, and used in accordance with applicable laws, policies and procedures. Details concerning policies and procedures are available in the City's Policy and Procedures Manual, department policies, and through supervisors and the Personnel Office.

VACATION

Fulltime Exempt Vacation	
Upon hire and on each eligible anniversary, vacation is advanced for the upcoming year.	
Excluding Fire Department 24 hour shift personnel	
Start Date	10 days
Start of Year 2	16 days
Start of Year 3	20 days
Start of Year 4	24 days
Start of Year 16	25 days
Fire Department 24 hour shift personnel	
Start Date	5 days
Start of Year 2	8 days
Start of Year 3	10 days
Start of Year 4	12 days
Start of Year 20	13 days

Fulltime NBU Hourly Vacation	
During the first year, vacation <u>accrues</u> during the first 10 months.	
On each eligible anniversary, annual vacation is <u>advanced</u> for the upcoming year.	
During 1st year of service	1 day per month for the first 10 months
After completion of 1 year of service	12 days
After completion of 5 years of service	15 days
After completion of 9 years of service	20 days
After completion of 15 years of service	25 days

Part-time NBU Hourly Vacation	
20-29 hours per week	50% of schedule
30 or more hours per week	75% of schedule

These benefits apply exclusively to the positions specified and only to employees who occupy benefit eligible non-bargaining unit City positions on a non-temporary basis.

SICK LEAVE

Fulltime NBU Exempt & Hourly Sick Leave Excluding Fire Department 24 hour shift personnel	
Start Date	69 hours advanced on the first day of employment.
After completion of 1 year of service	8 hours of sick leave will accrue each month

Fire Rescue Division Chiefs' Sick Leave Exempt 24-Hour Shift	
Start Date	96 hours advanced on first day of employment.
After completion of 1 year of service	11.2 hours of sick leave will accrue each month

Part-time NBU Hourly Sick Leave	
20-29 hours per week	50% of schedule
30 or more hours per week	75% of schedule

SICK LEAVE ACCRUAL FOR PARTICIPANTS OF THE OPTIONAL POST-EMPLOYMENT HEALTH SAVINGS PLAN

Eligible employees may enroll and receive benefits from the City's Post-Employment Health Savings Plan. The Plan benefits and rules are described in the Plan documents and City policies. The sick leave accrual rate for participants in this plan is listed below.

Post-Employment Health Savings Plan Sick leave accrual is based on a participant's July 1 sick leave balance.	
Excluding Fire Department 24 hour shift personnel	
At least 300, but under 400	6.3 hours of sick leave will accrue each month
At least 400, but under 500	5.5 hours of sick leave will accrue each month
500 or more	4.7 hours of sick leave will accrue each month
Fire Department 24 hour shift personnel	
At least 300, but under 400	9.5 hours of sick leave will accrue each month
At least 400, but under 500	8.7 hours of sick leave will accrue each month
500 or more	7.9 hours of sick leave will accrue each month

These benefits apply exclusively to the positions specified and only to employees who occupy benefit eligible non-bargaining unit City positions on a non-temporary basis.

HOLIDAYS

All employees, excluding Fire Department 24-hour shift personnel, are eligible for the following paid holidays. Part-time benefit eligible employees receive prorated holiday pay for each official recognized city holiday whether or not the holiday falls on the employee's regularly scheduled workday. If a part-time employee works on a City recognized holiday, the employee shall receive regular pay for the hours worked, in addition to the applicable holiday pay.

Holidays – 10 holidays	
The City shall determine the actual day on which holidays are to be celebrated. 50% and 75% benefit eligible employees receive 4 hours and 6 hours respectively.	
New Year's Day	Labor Day
Martin Luther King's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

OTHER PAID AND UNPAID LEAVE

The City's Policy and Procedures Manual covers a variety of other types of leave, including: Family and Medical (FMLA), VESSA, Military, Funeral/Bereavement, Jury Duty, and Civic. Eligible employees wishing to take such leave may do so in accordance with the applicable policy.

OVERTIME

Non-exempt employees are entitled to overtime in compliance with the Fair Labor Standards Act (FLSA). The City's Policy and Procedures Manual describes overtime and compensatory time policy and procedures. Specific questions should be addressed to the Personnel Manager.

HEALTH INSURANCE

The City will pay the full cost of the premium for the City's designated standard group health insurance plan(s) for each fulltime employee and 50% or 75% of the cost, as applicable, for benefit eligible part-time employees. Participants may purchase dependent coverage at the group rate. The City will pay 40% of the cost of the premium for standard family dependent coverage for fulltime employees enrolled in a standard family plan. If the City offers a higher cost alternative to the standard group health plan, the participant will pay the excess over the standard rate.

WAIVING HEALTH INSURANCE

The City shall maintain a policy in the Policy and Procedures manual that provides partial cash payment or credit to eligible employees who waive their health insurance. This policy shall provide prorated benefits for part-time benefit eligible employees and shall specify the eligibility criteria, the documentation requirements, and the sum or percentage to be paid. Health insurance costs and payments in lieu of insurance will be reflected in the annual budget.

These benefits apply exclusively to the positions specified and only to employees who occupy benefit eligible non-bargaining unit City positions on a non-temporary basis.

POST EMPLOYMENT HEALTH INSURANCE

Separating employees will be provided the opportunity to continue group health insurance at their own cost in accordance with applicable law, including 215 ILCS 5/367f (Firefighters), 5/367g (Police), or 5/367j (IMRF). The City may provide the same or similar health insurance continuation eligibility to employees who separate in good standing with twenty consecutive years of City employment, but are not otherwise eligible for the benefits above.

UNUSED SICK LEAVE

Upon separation an eligible employee who separates in good standing may receive partial payment for his or her sick leave balance. The schedule for such payment is listed below. Eligible Post-Employment Health Savings Plan (PEHSP) participants may voluntarily contribute all or a portion of the sum otherwise due to his or her post-employment health savings plan per the rules of the Plan. Both cash payments and voluntary employee contributions to a PEHSP will reduce the balance of unpaid, unused sick leave that is used in IMRF retirement calculations accordingly, e.g. payment of 10% of 500 hours will reduce the unpaid sick leave by 50 hours.

An eligible employee who separates in good standing is eligible to receive partial payment for his or her sick leave balance based on years of continuous service.	
Service	Payment based on Service
10 years of service	10% of sick leave balance
15 years of service	15% of sick leave balance
20 years of service	20% of sick leave balance
25 years of service	25% of sick leave balance
30 years of service	30% of sick leave balance
35 years of service	40% of sick leave balance

IMRF SERVICE CREDIT FOR PEHSP PARTICIPANTS

For the sole purpose of computing additional IMRF service credit, the Post-Employment Health Savings Plan participant shall be credited with 8 hours of sick leave per month, instead of the actual accrual, for each month the employee accrued sick leave as a Plan participant.

PENSIONS

DEFINED BENEFIT PLAN

As established by State law, the City contributes to the Illinois Municipal Retirement Fund, the Police and the Fire Funds. The City's contributions are established annually by an actuarial study. Eligibility requirements and other provisions of these plans are described in the plan documents. IMRF information is available through the Personnel Office and IMRF. Police and Fire Plan information is available from each respective Plan's representative.

457 PLAN

In addition to the traditional pension plans, the City sponsors a deferred compensation plan for benefit eligible personnel. The City does not make a contribution to this plan; however, employees may save for retirement by deferring a portion of their wages in this tax-deferred plan.

These benefits apply exclusively to the positions specified and only to employees who occupy benefit eligible non-bargaining unit City positions on a non-temporary basis.

EMPLOYEE DEVELOPMENT, LICENSES AND MEMBERSHIP

PROFESSIONAL LICENSES

As the City requires professional licenses for various administrative and professional positions, such as City Engineer and City Attorney, it is the policy of the City to pay the full cost for all required professional license fees, following approval by the employee's Department Head. At the discretion of the Department Head and within budgetary constraints, other licenses or certification fees that are strongly desired, but not required, may be partially or fully reimbursed.

PROFESSIONAL ORGANIZATION MEMBERSHIP

It is recognized by the City that it is necessary and beneficial for employees and the City to keep abreast of current technology, equipment, techniques, legislation and ideas to provide the best possible services to the tax payer at the least possible cost. Therefore, upon the authorization of the employee's Department Head, the City will pay the cost for membership in job-related professional organizations that are beneficial to the City.

CONFERENCES & TRAINING

Participation at professional conferences, seminars, and workshops not only serves the employee in continuing his/her educational and professional development, but also assists the City in maintaining efficient and effective managerial and technological practices. Therefore, the City, within budgetary limits, may pay reasonable job-related conference or training fees and associated travel and accommodation costs. Department Head approval will be based upon the potential benefit to the employee and to the City, and the availability of funds.

EDUCATIONAL BENEFITS

The City encourages employees to further their education. Employees who voluntarily pursue job-related educational opportunities outside of work may be eligible for partial or full tuition reimbursement and/or a flexible schedule. Administrative details and eligibility requirements are described in the City's Policy and Procedures Manual.

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