

CITY OF LAREDO



SUMMARY OF BENEFITS FY 2011-2012

CITY OF LAREDO BENEFITS PACKAGE

HEALTH INSURANCE – (Within 90 Days of Hire)

Blue Cross Blue Shield of Texas

No Maximum Lifetime

Employee monthly contribution

- ▶ Employee only: \$0.00
- ▶ Employee + Child(ren): \$99.51 Biweekly
- ▶ Employee + Spouse: \$121.62 Biweekly
- ▶ Employee + Family: \$185.73 Biweekly

PRESCRIPTIONS – (Within 90 Days of Hire)

Outpatient Prescription drugs Benefit (per prescription)
30 day supply

- ▶ \$10/ Generic
- ▶ \$35/ Preferred brand name
- ▶ \$55/ Non-preferred brand name

Mail Order Prescription Drug Benefit (per prescription)
90 day supply

- ▶ \$10/ Generic
- ▶ \$35/ Preferred brand name
- ▶ \$55/ Non-preferred brand name

DENTAL

Blue Cross Blue Shield of Texas

<u>Base Plan</u>	<u>Deluxe Plan*</u>
Employee Only (biweekly) : \$0.00	Employee Only (biweekly): \$5.83
Family (biweekly): \$9.06	Family (biweekly): \$28.45

Benefit

Diagnostic & Preventive	100%	100%
Basic	80%	80%
Endodontic	50%	80%
Periodontic	50%	80%
Oral Surgery	50%	80%
Anesthesia	50%	50%
Prosthetics	N/A	50%
Major	N/A	50%
Orthodontic	N/A	50%
Deductible	\$25 / \$75	\$50 / \$150
Benefit Maximum per Calendar Year	\$1,200	\$1,200

VISION

Superior Vision

Co-payments: \$10 Comprehensive Eye Exam
\$25 Materials
\$25 Contact Lens Fitting Exam

- ▶ Employee only (biweekly): \$3.29
- ▶ Employee and Family (biweekly): \$8.25

DEPENDENT LIFE

<u>Spouse</u>	<u>Children (14 days to 6 months)</u>	<u>Child (6 months & over)</u>
\$5,000	\$100	\$2,500

- ▶ **Cost:** \$0.60 Biweekly

PERSONAL ACCIDENTAL COVERAGE (See Types of Coverage's page)

FAMILY COVERAGE

Family Unit Composition	% of benefit
Insured (No children)	100%
Spouse	60%
<hr/>	
Insured	100%
Spouse	50%
Each child	10%
<hr/>	
Insured (No Spouse)	20% to a maximum benefit of
Each child	\$30,000 per child

BASIC LIFE INSURANCE

Employee Life (Natural or Accidental Death)	\$35,000
Employee AD&D (Accidental Death)	\$35,000

RETIREMENT

Texas Municipal Retirement System
Contribution of 14% by City

HOLIDAYS

New Year's Day (January 1st)
Martin Luther King, Jr. (Third Monday in January)
President's Day (Third Monday in February)
Friday before Easter
Memorial Day/September 11th (Remembrance) Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (First Monday in September)
Veteran's Day (November 11th)
Thanksgiving Day (Fourth Thursday in November)
Friday after Thanksgiving (Fourth Friday in November)
Christmas Eve (December 24th)
Christmas Day (December 25th)
Personal Holiday (date subject to department director approval and after being employed with the City for one (1) year) -- One (1) day every fiscal year (October 1st – September 30th)

ANNUAL LEAVE

Full-time regular employees earn biweekly annual leave as follows:

0 to 10 years of service: 10 working days per year, 3.08 A.L.
10 to 15 years of service: 12 working days per year, 3.69 A.L.
over 15 years of service: 15 working days per year, 4.62 A.L.

The maximum amount of annual leave that an employee may carry over from one year to the next is sixty (60) days (480 hours). Any annual leave to the employee's credit over the sixty (60) days [four hundred eighty (480) hours] maximum will be transferred and added to the employee's Sick Leave accrual balance at the end of the fiscal leave year.

Annual Leave shall not accrue after 45 working days for Serious Illness pay hours.

Annual Leave shall not accrue after 45 working days for Workers Compensation (Injury with pay hours and Injury without pay hours) from the date of injury.

SICK LEAVE

Full-time regular employees earn biweekly sick as follows: **6 ½** working days per year, 2.00 S.L.
Maximum carry over for Sick Leave is unlimited.

Sick Leave credits are transferable between employees unless otherwise stated in a collective bargaining agreement.

Sick Leave shall not accrue after 45 working days for Serious Illness pay hours.

Sick Leave shall not accrue after 45 working days for Workers Compensation (Injury with pay hours and Injury without pay hours) from the date of injury.

SICK LEAVE BUY BACK

Employee must select one of the following options:

- (1) The City may elect to purchase (6) six days of unused Sick Leave days from employees who may elect to sell such Sick Leave days and who have accumulated at least sixty (60) days (480 hours) of Sick Leave prior to October 1st of that current fiscal year. Only city employees who participate in an approved deferred compensation plan shall be eligible to sell unused sick leave days, not to exceed (6) six days, at face value. All monies paid by the City for any unused Sick Leave purchased under this policy shall be deposited directly to the employee's

account in such deferred compensation plan no later than the first (1st) pay day in December of each fiscal year.

- (2) The City may elect to purchase (6) six days of unused Sick Leave days at a rate of two days of unused Sick Leave in exchange for one paid day not to exceed three (3) paid days, from any employee who has accumulated at least sixty (60) days [four hundred eighty (480) hours] of Sick Leave prior to October 1st of that current fiscal year. The City shall issue these checks no later than the first (1st) pay day in December of each fiscal year.

“This program is solely dependent upon the availability of funds in any fiscal year”

SERIOUS ILLNESS POOL

A Serious Illness Pool has been established by crediting the pool with one (1) day for each month of service for each regular, full-time employee. The Serious Illness Pool has been created for serious illnesses only. Employees are eligible for Serious Illness Pool hours after six months of employment.

FUNERAL LEAVE

A Department director may grant a regular employee up to three (3) working days of absence pay without charge to sick or annual leave in the case of death in the employee’s immediate family. (Consists of the employee’s spouse and children, employee’s or spouse’s father, mother, brother(s), sister(s), grandparents, or legal guardian)

FAMILY AND MEDICAL LEAVE ACT:

The City grants up to 12 weeks of Family and Medical Leave during a Calendar Year to Eligible Employees. Eligibility consists of: Employee must have worked at least 12 months/52 weeks and must have worked at least 1,250 hours during the previous 12 months.

This leave will be granted to the employee for one or more of the following reasons:

1. For the birth and care of the newborn child of the employee.
2. For placement with the employee of a son or daughter for adoption or foster care.
3. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
4. To take medical leave when the employee is unable to work because of a serious health condition.
5. Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation

SERVICEMEMBER FAMILY LEAVE—an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single 12-month period.

TUITION ASSISTANCE PROGRAM

Tuition Assistance applies to tuition fees only and is reimbursed at 100% for letter grades of **A & B** and 75% for a letter grade **C**. To be eligible you must be a Full-time employee and have at least one (1) year of employment with the City.

“This program is solely dependent upon the availability of funds in any fiscal year”

PERFORMANCE EVALUATION

All other employees who have completed a twelve month orientation period and have received a satisfactory or better performance appraisal, and have been recommended by their department director, will be eligible for an increase rate of pay determined by their annual performance evaluation score. Merit pay increases are contingent upon meeting the following criteria:

- If employee attains score of 2.9 or less no pay increase will be recommended nor approved.
- If employee attains score of 3.0 to 3.49 to be eligible to receive a 1% pay increase.
- If employee attains score of 3.5 to 3.99 to be eligible to receive a 2% pay increase.
- If employee attains score of 4.0 to 4.49 to be eligible to receive a 3% pay increase.
- If employee attains score of 4.5 to 5.0 to receive a 4% increase.

UNIFORMS/SAFETY EQUIPMENT

Uniforms and safety equipment provided.