

## SUMMARY OF DANVILLE BENEFITS

As of January 1, 2019

### MEDICAL/DENTAL ALLOTMENTS:

- Health benefits for regular full-time and eligible part-time employees begin the first day of the month FOLLOWING the date the employee's enrollment form is received in Human Resources.
- Medical Plan (Anthem Blue Cross and Kaiser)
- Dental Plan through Delta Dental (Health Care Employees/Employer Dental & Medical Trust)

### BENEFIT ALLOTMENT

The Town has a "cafeteria" style benefit package. Effective January 1, 2019, the rates are as follows:

2019 Rates		Medical Plans	Delta Dental	Town Share (Medical & Dental)	Employee Share
Kaiser	EE	\$ 680.58	\$ 60.29	\$ 740.87	\$ 0.00
Kaiser	EE+1	\$ 1,348.55	\$ 115.81	\$ 1,450.18	\$ 14.18
Kaiser	EE+2	\$ 1,749.34	\$ 175.01	\$ 1,907.81	\$ 16.55
Anthem BC	EE	\$ 638.40	\$ 60.29	\$ 698.69	\$ 0.00
Anthem BC	EE+1	\$ 1,295.78	\$ 115.81	\$ 1,411.59	\$ 0.00
Anthem BC	EE+2	\$ 1,833.63	\$ 175.01	\$ 2,067.33	\$ 58.69
In Lieu	EE	\$ 500.00			

**\$50,000 Term Life Insurance on employee**

**IRS 125/129 Flexible Spending Account Available - no cost to employees**

#### EAP (Employee Assistance Program)

MHN ([www.mhn.com](http://www.mhn.com)) 800-242-6220 - 8 free visits on each issue per year and many other additional benefits on attached sheet

#### Lincoln Financial Advisors

##### **401(a) Retirement (Employer contributions only)**

Employer contributes 10% to all full-time employees. If an employee contributes 5% to the 457 Deferred Compensation Plan, Employer contributes an additional 5% to 401 Plan. Employee vested after completion of five full years of uninterrupted employment.

##### **457(b) Deferred Compensation (Employee contributions only)**

If Employee contributes 5%, Employer contributes 5% to the 401-retirement plan

## **HOLIDAYS**

13 holidays (includes 2 floating holidays)

The two floating paid holidays must be used within the calendar year in which they are allotted, or they are lost. There will be no exceptions to this policy.

## **VACATION - General Leave - (see Personnel Policies regarding Sick Leave accrual)**

20 working days/year the first year

22 working days/year after 1 year

27 working days/year after 5 years

30 working days/year after 9 years.

**Short-Term Disability/Long-Term Disability: STD effective after 30 days and LTD effective on 90<sup>th</sup> day at 66.7% of salary**

**Training - related to position (computer/self improvement/knowledge for position)**

**Auto allowance (as assigned by Town Manager)**

**Cell Phone Policy**

## **ADMINISTRATIVE LEAVE (For Exempt employees only)**

Exempt employees are not entitled to receive overtime pay or compensatory time in lieu of overtime. Such designated employees will be granted paid administrative leave.

Administrative leave must be approved by the supervisor before being taken and shall not exceed five (5) days (37.50 hours) in a calendar year for full-time employees and the appropriate pro-rated numbers of hours/day for regular part-time employees.

## **ACCRUAL OF COMPENSATORY TIME OFF (For Non-exempt employees only)**

Non-exempt regular full-time employees may receive compensatory time off in lieu of pay for approved overtime work. The previous accrual limit of 37.5 hours maximum of compensatory time has been increased to 100 hours for non-exempt regular employees.

## **Summary**

- Medical - (Anthem Blue Cross HMO/Kaiser HMO)
- Dental - (Delta Dental Premier)
- 125/129 Flexible Spending Account
- \$50,000 term life insurance
- Short-Term Disability and Long-Term Disability (The Standard Insurance Co.)
- Employee Assistance Program through Managed Health Network
- 401(a) pension and optional 457(b) deferred compensation with Lincoln Financial
- Holidays - 13 paid holidays per year
- General Leave and Sick Leave
- Administrative Leave for exempt employees
- Compensatory Time Off for non-exempt employees
- Work hours = 37.5 hours/week

Dated: 12/17/2018