

City Clerk
Benefit Package
January 01, 2018 through December 31, 2018

The City Clerk shall, for the period of this plan, receive the following benefits:

HOSPITAL/MEDICAL INSURANCE

The City shall provide medical/hospitalization insurance as provided below:

Employees shall have the option to participate in various healthcare plans to provide coverage for the employee, spouse and eligible dependents of the employee as provided by the City.

The Mutual Gains program as amended on 6/17/13 is recognized.

If the employee dies, the employee's dependents as defined by the IRS criteria shall receive continued medical/hospitalization coverage for one year to be paid for by the City.

The City shall comply with P.A. 152 as set forth by City Council resolution. Annual amounts contributed by the employer are as established from time to time as determined by the Act (2018 employer contributions - \$6,561 for single coverage, \$13,720 for two-person coverage and \$17,892 for family (3 or more) coverage). In the event P.A. 152 is repealed, the cost sharing in place at the time the Act is repealed shall remain in effect.

Clerks elected for the first time on or after January 1, 2014, shall be enrolled in the MERS Health Care Savings Program (HCSP) for their retirement health care. The City shall contribute \$2,119 per year into the employee's HCSP. The employee shall be eligible for the City's contributions to the HCSP upon ten (10) years of uninterrupted service with the City. The employee may make contributions to his/her HCSP on a post-tax basis, through payroll deduction, with the employee's contributions immediately vested and available to the employee upon separation of employment. In accordance with I.R.S. regulations, HCSP funds may be used for healthcare premiums expenses, co-pays and deductibles and other out of pocket expenses as governed by applicable statute. This funding shall continue annually and will be adjusted no more than once annually and in accordance with the Medical Consumer Price Index (CPI).

For retirees who were elected before January 1, 2014 and who become eligible for Medicare, the City will provide a Health Reimbursement Account (HRA) in lieu of a City provided supplemental Medicare policy. The provisions of the agreement are as follows:

- (1) Effective January 1, 2018, the City shall fund an HRA for the retiree and/or spouse at \$2,189.65 for single coverage and \$4,379.30 for a couple. This funding shall continue annually and in future years, the single and couple funding levels will be adjusted no more than once annually and in accordance with the Medical Consumer Price Index (CPI).
- (2) The City shall contribute a prorated amount into the retiree's HRA ninety (90) days before said retiree or spouse qualifies for Medicare, the City shall make the HRA contribution on the first of every year.

VACATION

On the first of January of each year, the employee will be entitled to take vacation time for the following year according to the following schedule:

<u>Years of Service as a City Employee</u>	<u>Amount of Vacation</u>
0 to 4 years	15 days
Over 4 years to 8 years	20 days
Over 8 years to 12 years	25 days
Over 12 years to 16 years	27 days
Over 16 years	30 days

There shall be no banking of vacation time. On the second pay of January each year, if the employee still has unused vacation time as of December 31 of the preceding year, the employee shall be entitled to be paid at their current hourly rate for up to 20 days of unused vacation time. All unused time in excess of 20 days as of December 31 shall be forfeited.

PAID HOLIDAYS

Paid Holidays shall be in the same amount as the employees they supervise.

WAGES

Wages shall be set by the LOCC.

DENTAL INSURANCE

The City shall provide dental insurance for 100% of treatment costs for preventive, diagnostic (except radiographs) and emergency palliative (Class I) services and 90% of the balance of Class I benefits paid as paid by Delta Dental Insurance on Class II benefits, with a \$1,500 maximum per person, per contract year on Class I and Class II benefits, 80% of treatment costs paid by Delta Dental on Class III (orthodontic) benefits with \$2,500 lifetime maximum. This benefit is 100% paid for by the City and is available to any retiree (and dependents) receiving a MERS pension.

LIFE INSURANCE

The City shall provide the employee \$120,000 convertible term life insurance. The insurance shall be double indemnity for accidental death or dismemberment. The City shall provide the employee \$30,000 term life insurance upon retirement for employees drawing a MERS retirement from the City.

OPTICAL BENEFITS

The City agrees to reimburse the employee, spouse, or dependent family member up to a maximum of \$350 per person per year for the purchase of eyeglasses or contact (corrective) lenses. A paid eye examination may also be reimbursed for such individuals once per year. For retirees drawing a MERS pension and their dependents, the City will reimburse up to a maximum of \$250 per person per year for the purchase of eyeglasses or contact (corrective) lenses, and will pay for an eye examination for such individuals once per year. Paid receipts must be submitted to the City's Personnel Department for reimbursement within ninety (90) days of the date the expense was incurred.

WORKER'S COMPENSATION

The City will supplement the income of the employee proven to be injured on the job by paying the difference between worker's compensation pay and his/her regular pay net bi-weekly income during the time he/she is eligible for worker's compensation up to a period of one year. The following fringe benefits shall remain in force for a period of up to two years: Medical/Hospitalization, Dental, Optical, Life Insurance and Pension.

PENSION

For Clerks elected prior to January 1, 2014, the City shall provide a pension under MERS pension program, with benefit riders V-6, FAC-3, RS-50, E, E1, E-2 Riders, F-55/15 rider, F-60/6 or retirement after 25 years regardless of age, apply an FAC factor of 2.8% for their first 30 years of service, and an FAC factor of 1% thereafter.

Employees shall pay, on a pre-tax basis, 5% of their base salary as their contribution toward their pension.

For Clerks elected for the first time on or after January 1, 2014, the City of Westland shall offer the employee a Defined Contribution Plan (401a) through MERS with immediate vesting privileges for all contributions. Funds deposited into this plan shall be for the employee's pension upon retirement. The employee shall contribute not less than 5% of the annual salary and not more than 12% of the annual salary, on a pre-tax basis, through payroll deduction. The City of Westland shall match the employee contributions on a 2-1 ratio. Any amount in excess of the 401(a) annual limit shall be paid into the employees 457 Plan, up to the annual maximum allowable contribution. The employee shall have the option to contribute, on a post-tax basis, additional amounts toward his/her retirement through payroll deduction.

CAR ALLOWANCE

The City shall provide \$2,000.00 annually (calendar year) for car allowance; paid in two installments (January & July). The official shall follow adopted travel policy for the payment of any mileage while at seminars/conferences.

FUNERAL LEAVE

Paid funeral leave shall be granted for up to five working days for immediate family members defined as spouse, parents, grandparents, children, grandchildren, brother-in-law, sister-in-law, brothers and sisters of the employee, father-in-law, mother-in-law or a member of the employee's household.

TUITION REIMBURSEMENT

After prior notification to the City Council, course reimbursement for tuition and fees up to \$4,800.00 annually will be made upon successful completion of any course taken in a field performed on behalf of the City of Westland.

Reimbursement for an accredited institution shall be paid at the rate of 90% of tuition and fees expenses. Registration and lodging for seminars may also be charged to this benefit.

Should an employee resign or be discharged within five (5) years of receipt of a particular tuition reimbursement, the employee shall repay to the City the reimbursements(s) received as follows: termination date within: twelve (12) months of receipt of reimbursement – 100%; within 1-2 years – 80%; within 2-3 years – 60%; within 3-4 years – 40% and within 4-5 years – 20%. The employee has no obligation to reimburse after serving five or more years with the City.

SAVINGS CLAUSE

If any section of this pay and benefit plan should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision of the pay plan should be restrained by a tribunal, the remainder of this pay plan shall not be affected thereby, or if any benefit shall not be available because a provider no longer offers such benefit, then the Council President shall enter into deliberations immediately to arrive at a satisfactory replacement for such section or provision.

Amendments to this Plan shall be made by resolution of the City Council.

Adopted at a Regular City Council meeting held on December 18, 2017.



**Interoffice Memorandum
Department of City Clerk**

December 19, 2017

To: Nicole Kolar, Senior Personnel Manager

Cc: Steve Smith, Finance Director
Thelma Kubitskey, Budget Director
Susan Hoff, Deputy City Clerk
Mayor William R. Wild

From: Richard LeBlanc, City Clerk

Re: 2018 City Clerk & Deputy City Clerk Benefit Package

At a regular meeting of the Westland City Council held Monday, December 18, 2017, the following resolutions were adopted: (2017-12-205 & 2017-12-206)

2017-12-205

“RESOLVED that Council grants approval of 2018 City Clerk’s Benefit Package for the period of January 1, 2018, through December 31, 2018.”

2017-12-206

“RESOLVED that Council grants approval of 2018 Deputy City Clerk’s Benefit Package for the period of January 1, 2018, through December 31, 2018.”

RL/dd