



## 2012 EMPLOYEE BENEFITS SUMMARY

The City of Louisville offers a generous benefit package. Benefits are offered to all Tier 1 (full-time /72-80 hours bi-weekly) and Tier 2 (benefited part-time / 60-70 hours bi-weekly) employees as part of each employee's total compensation package with the City. Tier 2 benefits are pro-rated and employees may share in a portion of the cost of the coverage depending on the specific benefit.

<b>Health Insurance</b>	Employees may choose one of the following two medical plans through Kaiser Permanente: HMO or HDHP – HSA.
<b>Dental Insurance</b>	Dental coverage is provided through Delta Dental.
<b>Vision Care</b>	Vision coverage is provided through Vision Service Plan (VSP).
<b>Flexible Spending Accounts</b>	Employees may set aside a portion of their salary for child/dependent care and non-reimbursed medical, dental, vision expenses, and non-paid insurance premiums, on a tax-free basis.
<b>Disability Coverage</b>	The City provides short-term and long-term income replacement when you cannot work.
<b>Life Insurance</b>	The City provides term life insurance coverage from Lincoln Financial for all eligible employees at 2 ½ times their salary, up to \$300,000.
<b>Retirement Program</b>	Employees are required to contribute 4.5% of their base salary, tax deferred, each pay period into a 401a account with ICMA. The City contributes 5.0% of your base salary.
<b>Deferred Compensation</b>	Employees may voluntarily contribute to a 457 account with ICMA. This is an additional way to save money for retirement on a pre-tax basis.
<b>Paid Leave Bank</b>	Used for paid time away from work for vacation time, holidays, sick days, or personal business.
<b>Extended Illness Bank</b>	Provides leave time for situations that qualify for FMLA and extends beyond 40 working hours.
<b>Computer Loans</b>	After one year of service, employees may borrow interest free, up to \$2,400 to purchase a personal computer.
<b>Wellness Program</b>	Monthly incentive for participation in the City's structured Wellness Program and a complimentary membership to the Louisville Recreation Center (may be subject to taxes).
<b>Tuition Reimbursement Program</b>	After one year of service, employees may apply for reimbursement for a portion of tuition for college-level courses of study.
<b>Employee Assistance Program</b>	Confidential, short-term counseling and referral system for employees and their families.
<b>Pre-Paid Legal Plan</b>	Provides legal service at a reasonable cost for employees.
<b>Direct Deposit</b>	The City requires all employees to deposit his/her pay into the banking institution of his/her choice via Electronic Funds Transfer (EFT).

## HEALTH CARE OPTIONS

Health insurance is effective the first day of the month following the employee's date of hire. Employees may choose among two plans from Kaiser Permanente. Coverage under the health programs may include you, your spouse and any unmarried dependent children to age 26.

- **Kaiser HMO:** This is a standard HMO plan, whereby employees use Kaiser-approved hospitals and facilities and Kaiser doctors.
- **Kaiser HDHP with HSA:** This is a high-deductible health plan with a health savings account. You pay only for the care you need, when you need it, at 100% of the cost until the deductible is reached and after that, all care is covered at 100%. The City may contribute to your HSA depending on your level of coverage.

## DENTAL INSURANCE

The City of Louisville provides Delta Dental. Dental insurance is effective the first day of the month following the employee's date of hire. To see the list of approved dentists, go to [www.deltadentalco.com](http://www.deltadentalco.com) and click on Dentist Search, then Delta Premier Plan as linked below.

Under the Delta Dental Premier Plan, you will be able to visit any dentist in the Delta Premier Network. There is a \$50 annual deductible for all procedures, except for preventive procedures, and the annual maximum allowed per individual is \$1,500.00. By using a network dentist you will receive advantages that make your benefit dollars go farther.

## VISION CARE

Vision coverage is provided through Vision Service Plan (VSP). Vision insurance is effective the first day of the month following the employee's date of hire. Employees must obtain services from a VSP contracted doctor to qualify for the benefit. There is a \$10 exam co-payment and a \$25 material co-payment. A wide selection of frames, lenses, and medically necessary contact lenses are covered in full.

## FLEXIBLE SPENDING ACCOUNTS

By putting money into a flexible spending account, you can pay, IRS approved, health and day care expenses with pretax dollars. This means that you do not pay federal or state income taxes on the money that you put aside for these expenses for the year. Employees may set aside \$3000 per plan year for medical expenses and \$5000 for dependent care expenses.

## LONG & SHORT TERM DISABILITY INSURANCE (LTD & STD)

The City provides this coverage through Lincoln Financial Group for eligible employees who have completed at least one year of service. The STD benefit provides 67% of pay to a maximum of \$950/week for up to 13 weeks. All accrued PLB and EIB must be used before STD is paid. LTD provides 60% of pay to a maximum to \$7,000 per month.

## LIFE INSURANCE

The City provides term life insurance coverage from Lincoln Financial Group for all eligible employees at 2 ½ times their salary, up to \$300,000 immediately upon hire. Eligible immediate dependent family members are covered for \$2,500 for a spouse and \$2,500 for each child. The policy also includes Accidental Death and Dismemberment coverage (AD&D). Supplemental life insurance is available for purchase from Colonial Life & Accident Insurance.

## SECTION 401 (a) EMPLOYEE RETIREMENT / PENSION PLAN

Participation is mandatory and employees are required to contribute 4.5% of their salary, tax deferred, each pay period. The City contributes 5.0% of your base salary. Vesting occurs at the rate of 50% after 1 year of employment and 100% after 2 years of employment. The International City/County Management Association-Retirement Corporation (ICMA-RC) administers this plan.

## SECTION 457 DEFERRED COMPENSATION PLAN

The 457 plan is voluntary plan administered by ICMA-RC. It is tax-sheltered, supplemental retirement/pension plan that allows employees to defer up to \$17,000 per year or a maximum of 100% of their pre-deferral taxable income, or whichever is less.

### PERSONAL LEAVE BANK (PLB)

PLB is established to provide for paid time away from scheduled work for vacation time, holiday observances, sick leave, and personal business. Leave Bank time shall accrue as follows:

Years of Service	Tier 1 Bi-weekly Accrual	Tier 1 Annual Accrual	Tier 2 Bi-weekly Accrual	Tier 2 Annual Accrual
1 - 3 years	8.00	208	7.00	182
4 - 5 years	8.62	224	7.54	196
6 - 10 years	9.54	248	8.35	217
11 - 14 years	10.15	264	8.88	230
15 + years	11.08	288	9.69	252

Paid Leave Bank time will be used when City operations are closed due to the observance of the following holidays:

- New Years Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

### EXTENDED ILLNESS BANK (EIB)

EIB provides leave time for situations that qualify for FMLA and extends beyond 40 working hours. Extended Illness Bank accrues at 2.15 hours for Tier 1 employees and 1.89 for Tier 2 employees per pay period beginning at your hire date, however; it may not be used until one year of service is has been completed. Forty hours of Paid Leave Bank time must be used before any EIB time may be used.

### COMPUTER LOANS

The purpose of the Computer Loan Program is to assist employees, who have completed at least one year of service, with purchasing a new computer. The City offers employees the opportunity to apply for an interest-free loan of up to \$2,400 for the purchase of new personal computer and related peripheral equipment.

### WELLNESS

The City offers a monthly incentive for participation in the Wellness Program. The Wellness Program requires the completion of healthy/active living activities. Included in those activities is the completion of an onsite Biometric Health Screening and Total Health Assessment, completion of four "City Sponsored" activities.

The City of Louisville offers a complimentary Recreation Center membership for employees (may be subject to taxes). You may also sign up for a spouse or family membership at a discounted rate. Any additional membership may be paid for through payroll deduction.

### TIUITION REIMBURSEMENT PROGRAM

To provide employees with the skills necessary for advancement and career development, you may apply for reimbursement for a portion of tuition for college-level courses of study after the completion of one year of service with the City of Louisville.

### EMPLOYEE ASSISTANCE PROGRAM

This program is a *confidential* counseling service to help employees and their families cope with varied personal or job-related problems. The program allows up to 5 visits per year, per employee and/or household members at no cost to the employee.

### PRE-PAID LEGAL

The Pre-Paid Legal Plan offers City employees the following: preventive legal services, motor vehicle legal services, trial defense legal services, IRS Audit legal services, and other legal services for a cost of \$14.95 per month. This is a voluntary benefit and is paid for by the employee through payroll deduction.

### DIRECT DEPOSIT

The City requires all employees to deposit his/her pay into the banking institution of his/her choice via Electronic Funds Transfer (EFT).