

City of Albany Benefit Summary

Nonbargaining Employees – Effective July 1, 2023

INSURANCE

Medical Dental Vision	<p>The City pays approximately 95% of the premium for full-time employees. (Opt out is available only if spouse or domestic partner is contributing to an HSA-qualifying plan.)</p> <p>The current employee contribution for full-time employees to cover employee plus family for medical, dental, and vision is approximately \$136 per month.</p>
Life/AD&D	<p>Employees are provided with life insurance equal to two times the employee’s annual salary, not to exceed \$150,000. This insurance is fully paid by the City. (Employer-paid premium exceeding the life insurance value of \$50,000 is taxable.)</p>
Long-term Disability	<p>This benefit is 66 2/3% of employee’s monthly salary after a 90-day waiting period and premium is fully paid by the City.</p>
Supplemental (Employee paid)	<p>There are optional insurance plans in which an employee can enroll at their expense. (Coverage may not be guaranteed and may require underwriting approval.)</p> <p>Short-term Disability – Coverage is guaranteed for new employees. The amount of coverage the employee may purchase varies, and there is a 7-day waiting period with a 90-day maximum benefit.</p> <p>Additional term life insurance – Coverage is available for the employee, spouse, and eligible dependents.</p> <p>Accident, Cancer, Hospital, Intensive Care, and Specific Event Insurance – Coverage is available for employee, spouse, and eligible dependents.</p>
Domestic Partner	<p>The City of Albany provides employees’ opposite and same-gender domestic partnership insurance benefits.</p>

RETIREMENT

PERS / OPSRP	<p>The City participates in the Oregon Public Employee Retirement System (OPSRP). Employees are eligible to become members of the OPSRP after six full months of employment. The City pays the six percent (6.0%) employee contribution.</p>
Deferred Compensation	<p>The City contributes two percent (2.0%) of the employee’s regular base pay into a 457 pre-tax deferred compensation plan with ICMA-RC or Nationwide Retirement Solutions (employee elects which company). Employees may also make contributions to a 457 pre-tax or Roth deferred compensation plan with either company.</p>

LEAVE BENEFITS

Vacation	<p>After completing six full months of service at the City of Albany, employees are eligible to use their accrued vacation leave. Vacation accruals are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Months of Continuous Service</th> <th style="text-align: center;">Semi-monthly Accrual Rate (hours)</th> <th style="text-align: center;">Equivalent Annual (hours)</th> <th style="text-align: center;">Maximum Accrual (hours) <i>2 x Annual</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 through 48 months</td> <td style="text-align: center;">4.0</td> <td style="text-align: center;">96</td> <td style="text-align: center;">192</td> </tr> <tr> <td style="text-align: center;">49 through 96 months</td> <td style="text-align: center;">5.0</td> <td style="text-align: center;">120</td> <td style="text-align: center;">240</td> </tr> <tr> <td style="text-align: center;">97 through 144 months</td> <td style="text-align: center;">5.5</td> <td style="text-align: center;">132</td> <td style="text-align: center;">264</td> </tr> <tr> <td style="text-align: center;">145 through 168 months</td> <td style="text-align: center;">6.0</td> <td style="text-align: center;">144</td> <td style="text-align: center;">288</td> </tr> <tr> <td style="text-align: center;">169 through 228 months</td> <td style="text-align: center;">6.5</td> <td style="text-align: center;">156</td> <td style="text-align: center;">312</td> </tr> <tr> <td style="text-align: center;">229 months and over</td> <td style="text-align: center;">7.0</td> <td style="text-align: center;">168</td> <td style="text-align: center;">336</td> </tr> </tbody> </table>	Months of Continuous Service	Semi-monthly Accrual Rate (hours)	Equivalent Annual (hours)	Maximum Accrual (hours) <i>2 x Annual</i>	1 through 48 months	4.0	96	192	49 through 96 months	5.0	120	240	97 through 144 months	5.5	132	264	145 through 168 months	6.0	144	288	169 through 228 months	6.5	156	312	229 months and over	7.0	168	336
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LEAVE BENEFITS CONTINUED

Sick Leave	Accrued sick leave can be used the pay period after it is earned subject to management approval. <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Semi-monthly Accrual Rate (hours)</th> <th style="width: 50%;">Maximum Accrual (hours)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">950</td> </tr> </tbody> </table>	Semi-monthly Accrual Rate (hours)	Maximum Accrual (hours)	4	950						
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Sick Leave Incentive Program	A portion of an employee's unused sick leave balance at retirement may be rolled into their VEBA account. See the City of Albany's sick leave policy for clarification on this benefit.										
Holiday Time	Employees receive 10 paid holidays per calendar year as follows: <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">New Year's Day</td> <td style="text-align: center;">Labor Day</td> </tr> <tr> <td style="text-align: center;">Martin Luther King Day</td> <td style="text-align: center;">Veterans' Day</td> </tr> <tr> <td style="text-align: center;">Memorial Day</td> <td style="text-align: center;">Thanksgiving Day</td> </tr> <tr> <td style="text-align: center;">Juneteenth</td> <td style="text-align: center;">Friday after Thanksgiving Day</td> </tr> <tr> <td style="text-align: center;">Independence Day</td> <td style="text-align: center;">Christmas Day</td> </tr> </tbody> </table>	New Year's Day	Labor Day	Martin Luther King Day	Veterans' Day	Memorial Day	Thanksgiving Day	Juneteenth	Friday after Thanksgiving Day	Independence Day	Christmas Day
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Floating Holiday	Employees are credited floating holiday hours on January 1 of each year according to the following schedule: <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Earliest Month on Active Payroll</th> <th style="width: 50%;">Number of Floating Holiday Hours</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">January</td> <td style="text-align: center;">24 hours</td> </tr> <tr> <td style="text-align: center;">February, March, April, May</td> <td style="text-align: center;">16 hours</td> </tr> <tr> <td style="text-align: center;">June, July, August, September</td> <td style="text-align: center;">8 hours</td> </tr> <tr> <td style="text-align: center;">October, November, December</td> <td style="text-align: center;">0 hours</td> </tr> </tbody> </table> <p>These hours must be used by the end of each calendar year. Unused balances do not roll over and are not subject to being paid out.</p>	Earliest Month on Active Payroll	Number of Floating Holiday Hours	January	24 hours	February, March, April, May	16 hours	June, July, August, September	8 hours	October, November, December	0 hours
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Professional Leave	FLSA exempt status positions receive 80 hours of professional leave annually (credited July 1 of each year). These hours are prorated when initially employed, must be used by the following June 30 (end of the fiscal year), may not be rolled over to the following fiscal year, and are not subject to payout upon termination.										
Bereavement Leave	The City grants up to 5 days of leave with pay per occurrence when an employee suffers a death in their immediate family. This leave can be supplemented by use of vacation and/or comp time at the employee's election, and employees may supplement further with sick leave for OFLA-covered family members.										
OTHER BENEFITS											
Education Reimbursement	Employees are eligible for education reimbursement as approved by their department director and according to Human Resources Education Incentive Policy. (Reimbursement that exceeds \$5,250 annually will be taxed as income, per IRS rules.)										
Employee Assistance Program	Employees and family members are eligible to participate in the City's Employee Assistance Program (EAP). An extensive confidential EAP is made available through telephone consultation, face to face, and/or online.										
Flexible Spending Plan (125)	Employees are eligible for participation in a deferral plan for dependent care, employee portion of group health insurance premium expenses, and unreimbursed health-related expenses upon initial enrollment as a new employee and re-enrollment on an annual basis.										
Voluntary Employee Benefits Association (VEBA Trust)	Employees enrolled in the Medical High Deductible Health Plan (HDHP) will receive an annual contribution to a VEBA Trust account. These funds can be used to reimburse the employee's out-of-pocket health care expenses. For 2023, the City's annual contribution is \$1,000 for employee-only coverage and \$2,000 for employee plus dependent(s) coverage. Additionally, a portion of an employee's unused sick leave balance at retirement may be rolled into their VEBA account.										
Longevity Incentive	Employees are eligible for longevity awards/pay at 10, 14, 19, 22, and 25 years of continuous employment.										

NOTES: 1) All benefits and contributions listed on this summary are subject to change. 2) All benefits listed on this summary are for full-time employees; part-time employees' benefits are pro-rated based on the employee's budgeted FTE or in some instances, may not apply. Please contact Human Resources staff at hr@cityofalbany.net with any questions.