



CITY OF  
**ISSAQUAH**  
WASHINGTON

**NON-REPRESENTED  
EMPLOYEES  
BENEFITS  
HANDBOOK**

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## INTRODUCTION AND DISCLAIMER

*This handbook is not a contract but is intended to provide you with general information about the benefits currently provided to you as a non-represented employee with the City of Issaquah. It is not intended, and should not be construed, as a promise of future benefits.*

*All benefits described in this handbook are currently in effect. Circumstances may occur that will require the benefits described in this handbook to change from time to time. As such the City reserves the right to modify, amend, supplement, or rescind any or all provisions of this handbook as it deems appropriate. This document should not be construed or relied upon by anyone as a legal document, covenant or contract of any kind.*

*If you have questions about any part of this handbook, please contact Human Resources.*

## SECTION 1: HOURS OF WORK

The City's normal work week is Monday – Friday. The City allows for flexible work schedules and telecommuting where appropriate with approval of the Department Director.

## SECTION 2: MANAGEMENT TIME

In recognition of attendance at public meetings and other demands which may require the attendance or efforts FLSA Exempt employees outside of normal working hours, an annual Management Leave bank will be provided.

The Senior Leadership Team shall receive eighty (80) banked management leave hours annually, managers as determined by the Human Resources Director shall receive sixty (60) banked management leave hours annually and all other FLSA Exempt employees shall receive forty (40) banked management leave hours annually. These hours will be pro-rated for new hires or part-time employees.

Deposits will be made on December 16 to be used during the following calendar year (ending December 15). Any Management Leave balances as of December 15th will not be carried forward into the next year and will be forfeited. Upon separation from the City, a balance of Management Leave will be forfeited.

Requests to take Management Leave will be in the same manner as vacation leave is requested.

## SECTION 3: HOLIDAYS

Employees shall receive twelve (12) paid holidays as set forth below. Part time employees are eligible for pro-rated holidays based on the budgeted FTE for the position.

**First day of January**, commonly called New Year's Day

**Third Monday of January**, the anniversary of the birth of Martin Luther King

**Third Monday of February**, known as Presidents' Day and the anniversary of the births of Abraham Lincoln and George Washington

**Last Monday of May**, commonly known as Memorial Day

**Fourth day of July**, the anniversary of the Declaration of Independence

**First Monday in September**, known as Labor Day

**Eleventh day of November**, known as Veterans' Day

**Fourth Thursday in November**, known as Thanksgiving Day

**Day immediately following Thanksgiving Day**

**Twenty fourth day of December**, commonly called Christmas Eve

**Twenty-fifth day of December**, commonly called Christmas Day

**Two additional “floating holidays”** designated by the employee after consultation with the employer. These days will be added to the employee’s leave balance and will appear on the first pay stub following their date of hire. The hours will appear under the leave title “annual day”. The floating holidays must be taken by December 15<sup>th</sup> of the current calendar year or the hours will be forfeited.

## SECTION 4: VACATION

At the time of hire and annually thereafter, employees shall have the option of selecting from two vacation/sick leave schedules based on years of service. Once a selection is made, it will remain intact until such time as the employee requests a different vacation/sick leave schedule. This change can only be made during the annual open enrollment period at the end of each year. If no selection is made at the time of hire, then Schedule 1 will be assigned.

VACATION SCHEDULE 1 w/12 days per year sick leave					VACATION SCHEDULE 2 w/8 days per year sick leave				
Years	Days Per Year	Hrs Per Month	Max Days Allowed	Max Hrs Allowed	Years	Days Per Year	Hrs per Month	Max Days Allowed	Max Hrs Allowed
0 – 4	12	8.00	24	192.00	0 – 4	16	10.67	32	256.08
5 – 9	16	10.67	32	256.08	5 – 9	20	13.33	40	319.92
10 – 14	20	13.33	40	319.92	10 – 14	24	16.00	48	384.00
15 – 19	22	14.67	44	352.08	15 – 19	26	17.33	52	415.92
20 +	24	16.00	48	384.00	20 +	28	18.67	56	448.08

SICK LEAVE SCHEDULE 1			SICK LEAVE SCHEDULE 2		
Days Per Year	Hrs Per Month	Hours Per Year	Days Per Year	Hrs Per Month	Hours Per Year
12	8.00	96	8	5.33	64

Vacation shall be taken in accordance with the policy established by the City, in writing, by ordinance, or by administrative decision in writing.

Regular status employees shall be eligible for vacation upon accrual of leave.

A regular status employee, upon separation from the City, will be paid the hourly rate for vacation accumulated but not taken.

## SECTION 5: HEALTH AND WELFARE INSURANCE BENEFITS

### MEDICAL AND DENTAL INSURANCE PREMIUMS

**Medical insurance:** Employees shall have the option of choosing from three medical plans and shall be eligible for coverage the first day of the first month following employment. After an employee chooses a plan, the employee and any covered dependents must stay on that plan until open enrollment, which usually occurs during the month of October. If a new plan is selected, coverage will begin in January of the following year. Premiums are determined by the plan chosen as well whether the employee elects to participate in the City’s Wellness Plan.

If an employee does not work at least 50% of scheduled hours in the pay period, they will be responsible for paying additional premiums for their benefit coverage. If an employee takes unpaid time due to a qualifying FMLA event, the employee and dependents premiums will be paid during the FMLA leave. If an employee does not return to work after FMLA leave, they may apply for COBRA and may be required to reimburse the City for the cost of the medical premiums.

Part time regular employees are eligible to receive this benefit based on their budgeted FTE.

**Dental & Orthodontia Insurance:** Premiums for FLSA Exempt employees shall be paid by the Employer (100%) for all regular, full-time & regular part-time employees and for their dependents or domestic partner as recognized under Washington State law.

Premiums for non-represented, non-exempt employees shall be paid by the Employer (100%) for all regular full time and regular part-time employees. Premiums shall be paid by the Employer (80%) for dependents, spouses, and/or domestic partners as recognized under Washington State law.

Employees have a choice between Delta Dental - Plan F with Ortho Rider V and Willamette Dental. Both plans are purchased through the Association of Washington Cities (AWC).

New employees shall be eligible for said benefits as of the first day of the first month following employment.

**Vision Insurance:** Premiums shall be paid by the Employer (100%) for all regular full time and regular part-time employees and for their dependents, spouses, and/or domestic partners as recognized under Washington State law.

### **FLEXIBLE SPENDING ACCOUNT (FSA)**

Employees may elect to contribute to a voluntary Flexible Spending Account (FSA). A flexible spending account allows an employee to set aside pre-tax dollars for qualifying medical, dental, or day care expenses. Employees may enroll in this program within the first 30 days of employment or during the annual open enrollment period. Per IRS regulations, any funds not spent in the current calendar year must be used or forfeited to the employer.

### **EMPLOYEE ASSISTANCE PROGRAM**

EAP coverage is provided at no cost to employees and their dependents. EAP services provide confidential counseling services including assessment, short term problem solving and referral options to deal with personal, family or job related issues. These services are also available to dependents or relatives living in the employee's household.

### **LIFE & DISABILITY INSURANCE**

**Life Insurance:** The Employer shall pay each month on behalf of each regular, full-time and part-time employee those premiums necessary for the purchase of a fifty thousand - dollar (\$50,000.00) Group Basic Term Life Insurance Plan.

**Life Insurance – voluntary:** Employees may purchase additional life insurance through a group plan. Insurance purchased within the first 30 days of employment will not require completion of a health questionnaire. After the first 30 days of hire an employee may purchase additional life insurance but they will have to complete a health questionnaire and submit the information to the insurance company.

**Long Term Disability Insurance:** The Employer shall pay for a long-term disability plan for regular full-time employees as approved by Human Resources. The long-term disability plan is a 90-day elimination period and will take effect on day 91 from the qualifying event. Employees are responsible for completing the necessary forms and submitting to the insurance plan in effect at the time of the qualifying event.

**Workers Compensation Insurance (L&I):** Employees and Employers must pay into the State of Washington workers comp fund. This is insurance for injuries incurred while working on the City's premise. Employees are required to pay seventy five percent (75%) of the premiums and the employer is required to pay twenty-five percent (25%) of the premiums. Premiums are set by the State of Washington Department of Labor and Industries and are set based on the type of work an employee performs.

**Long Term Care Insurance:** Long Term Care Insurance is available to purchase at group rates on a voluntary basis. If an employee purchases the plan within the first 30

days of being hired, the employee does not need to go through a health exam and will be accepted into the plan. Employees who purchase a policy after 30 days from being hired are subject to the specifications of the plan and may be denied insurance due to health conditions. Premiums will be deducted from payroll.

## **SECTION 6: WELLNESS PROGRAM**

### **WELLNESS DAY**

Employees shall be eligible for a wellness day off in the following calendar year based on guidelines established by the Wellness Committee and approved by Human Resources. The program is based on a calendar year and employees may choose to participate every year on January 1. There are no pro-rated allowances from date of hire. Part time employees will receive a pro-rated day off based on the budgeted FTE.

### **COMMUNITY CENTER PASS**

Regular, full-time and part time employees are eligible for an annual family pass for drop-in activities at the Community Center and Julius Boehm Pool (see *Appendix C* for guidelines).

## **SECTION 7: SICK LEAVE**

Sick leave shall be accrued at the rate specified in the schedule selected by the employee. Employees shall not carry over an excess of twelve hundred eighty (1280) hours of accrual into the next year. All sick leave hours earned in excess of twelve hundred eighty (1280) hours shall be forfeited.

Upon leaving the City's employment in good standing, employees with a minimum of five years employment with the City may receive 1% per year of service (to a maximum of 25% or 320 hours) of the dollar value of their sick leave accrual balance. The cash out of the hours will be paid out on the Employee's final paycheck.

### **BEREAVEMENT**

An employee shall be allowed up to three (3) bereavement days for the death of an immediate family member. Immediate family member shall include: father, father-in-law, mother, mother-in-law, spouse, domestic partner, brother, sister, children, step-children and the employee's grandparents.

In the event of a death in the employee's immediate family, an employee may be approved to use up to seven (7) days of sick leave to attend funeral services of a member of their immediate family. Immediate family for this section shall include: spouse, parent, child, brother, sister, father-in-law, mother-in-law, brother-in-law & sister-in-law grandparent, grandchild, aunt, uncle, niece, nephew and domestic partner. In addition, an employee may be approved to use up to five (5) days of sick leave to attend funeral services for a close personal friend. The amount of leave granted will be at the discretion of the Department Director.

Part time employees shall receive this benefit based on their budgeted FTE.

## **SECTION 8: TUITION REIMBURSEMENT**

Eligibility for reimbursement will be in accordance with the City's Tuition Reimbursement Policy.

## **SECTION 9: DEFERRED COMPENSATION**

### **457 PLAN**

Non-Represented employees are eligible to receive matching contributions from the City toward the 457 ICMA Deferred Compensation Plan. The City's contributions are a one-to-one match up to \$200.00 maximum for a full-time employee. Part time employees are eligible to receive a pro-rated matching contribution on a one-to-one match based on their budgeted FTE.

### **401 (A) PLAN (DIRECTORS ONLY)**

Department Directors are eligible to receive matching contributions from the City towards the ICMA 401(a) Deferred Compensation Plan. The Director must contribute a minimum of five percent (5%) of their monthly base pay and the City will provide a match of three and one-half (3.5%) of their monthly base pay.

## **WASHINGTON STATE DEPARTMENT OF RETIREMENT SYSTEMS (DRS)**

Employees and Employers are both required to make contributions toward the appropriate Department of Retirement Systems (DRS) plan the employee is eligible for. Contributions to all DRS plans are pre-tax dollars. Additional information may be found at the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

## **SOCIAL SECURITY**

The City is a member of the Social Security System and therefore must deduct the rate as determined by the Social Security Administration.



## **APPENDIX A**

### **Proficiency Level Increases:**

If an employee's anniversary date occurs on or between the 1st and the 15th of a month, any merit increases shall be effective on the 1st of the month hired. If an employee's anniversary date occurs on or between the 16th and the 31st of a month, any merit increases shall be effective on the 1st of the following month.

Merit increases will occur automatically if the employee is performing adequately and at a satisfactory rate of improvement.

## APPENDIX B

### **GUIDILNES FOR USE OF A PARKS & RECREATION PASS**

Regular full-time employees are eligible for an annual family pass for drop-in activities at the Community Center and Pool; regular, part-time employees are eligible for an annual individual pass and may pay an additional amount to upgrade to a family pass.

1. Passes and daily drop-ins include: Computer Lab, Fitness Area, Track, Open Gym, Youth Center, Lap Swim and Public Swim.
2. Members using the gym must be 16 or older to use the fitness equipment
3. The Youth Center is for teenagers, grades 6-12. Memberships passes may not be used by anyone other than the card holder. Teen Nights are not included in a membership passes.
4. Family Pass qualifications: Family members must reside within the same household. Children over 18 must be full-time students and provide school identification. City ID may be required.
5. Miscellaneous:
  - a. Drop-in childcare is not included in membership passes
  - b. Scholarships and working volunteer opportunities are available for passes.