

**CITY OF CHERRY HILLS VILLAGE
SUMMARY OF EMPLOYEE BENEFITS
January 1, 2012 – December 31, 2012**

For additional information on any of the benefits summarized below or to enroll in a program, please see Human Resources Analyst Kerri Gillett.

HEALTH INSURANCE

The City offers health insurance for all employees who work twenty (20) or more hours per week. The City will contribute a fixed dollar amount toward the cost of these premiums for full-time employees. The City's contribution will be pro-rated according to the number of hours worked per week for part-time employees.

For the year from January 1, 2012 through December 31, 2012, the City will offer three different health insurance plans. The three plans are all offered through Kaiser Permanente and consist of two HMO plans called Classic 30 (\$30 co-pays) and Classic 40 (\$40 co-pays) as well as a high deductible health plan that is combined with a health savings account. The amounts of monthly contributions for both the City and the employee are outlined below.

	KAISER CLASSIC 30		KAISER CLASSIC 40		KAISER HDHP W/HSA	
	CITY	EMP	CITY	EMP	CITY (HSA)	EMP
EMPLOYEE	462.03	57.03	401.81	15.30	380.52 (38.27)	0.00*
EMPLOYEE & SPOUSE	917.16	146.91	793.71	61.37	780.06 (48.45)	0.00*
EMPLOYEE & CHILD(REN)	909.06	129.06	788.62	45.60	761.03 (61.54)	0.00*
FAMILY	1268.27	231.82	1094.24	111.22	1099.70 (43.60)	0.00*

For employees enrolled in the HDHP plan, the City will pay the entire cost of the premium and contribute the exact same amounts to Health Savings Accounts in 2012 as in 2011.

For full-time employees declining the City's coverage, you have the option of receiving either (1) a flat \$1000 deposited by the City into a healthcare flexible spending arrangement account ("FSA") at the beginning of the year on your behalf, or (2) a cash equivalent of \$38.47 per check, which will total up to \$1000 if you are with the City for the entire year. For employees who start mid-year, they have the choice of receiving either (1) a flat amount deposited by the City into a healthcare FSA, comprised of \$83.34 for the month in which employment begins and each remaining month left in the year, or (2) a cash equivalent of \$38.47 per check for the remainder of the year. For more information, please obtain a copy of the FSA plan summary from HR Analyst Kerri Gillett.

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption. To request special enrollment or obtain more information, contact HR Analyst Kerri Gillett.

DENTAL INSURANCE

The City also offers group dental insurance through MetLife, and the group plan also includes some limited vision benefits. The City contributes \$32.00 per month per employee regardless of the level of coverage selected. Rates for the year from January 1, 2012 through December 31, 2012 are as follows:

	MetLife	
	CITY	EMP
EMPLOYEE	32.00	2.55
EMPLOYEE & SPOUSE	32.00	38.70
EMPLOYEE & CHILD(REN)	32.00	40.96
FAMILY	32.00	77.13

LIFE INSURANCE

The City provides group term life insurance coverage for employees who work 30 or more hours per week in the amount of the employee's annual salary, to a maximum of \$100,000. The policy includes a \$10,000 death benefit for spouses under the age of 70 and a \$2000.00 death benefit for children over the age of 14 days. The provider for this insurance is Lincoln Financial. The City pays the entire cost of this insurance, including dependent life.

LONG-TERM DISABILITY INSURANCE

The City provides long-term disability insurance for all employees who work 30 or more hours per week. This insurance is designed to assist employees who become disabled on a long-term basis, either fully or partially. The elimination period is 90 days and eligible benefits are paid at a rate of up to 66.67% of a non-sworn employee's most recent salary and up to 60% of a sworn employee's most recent salary. Payments are offset by any other monthly income. The provider for this insurance is Lincoln Financial, and the entire cost of this insurance is paid by the City.

SHORT-TERM DISABILITY INSURANCE

The City provides short-term disability insurance for all employees who work 30 or more hours per week. This insurance is designed to assist employees who are temporarily disabled, either fully or partially. The elimination period is 30 days and eligible benefits are paid at a rate of up to 60% of an employee's most recent salary. Payments are offset by any other monthly income. The provider for this insurance is Lincoln Financial, and the entire cost of this insurance is paid by the City.

WORKERS' COMPENSATION INSURANCE

In the event of an on-the-job injury or disability, all City employees are covered by workers' compensation insurance. The City pays the full cost of this insurance.

FLEXIBLE SPENDING ACCOUNT PLANS

The City offers three plans that use earnings prior to taxation. One plan deals with a pre-tax premium plan for employees who participate in the City's health or dental insurance plans. Premiums for these plans are deducted from the employee's check prior to the calculation of taxes. Employees are automatically enrolled unless they waive participation in writing. The other two plans deal with medical and child care expenses. These plans are voluntary and are based on a reimbursement of actual expenses incurred by the employee. Employees elect annually to have a certain dollar amount set aside from their checks before taxes into a spending account. Actual expenses are reimbursed tax-free from these pre-tax dollars.

FPPA BENEFITS

Newly hired sworn police personnel are required to enroll in the Fire and Police Pension Association's Death and Disability plan. The 2012 rate of contribution is 2.6% for employees.

RETIREMENT BENEFITS

City employees who are not sworn police personnel are covered by Social Security as their primary pension plan. The current rate of contribution to Social Security is 6.2% each for the City and for employees. Police officers hired after June 1, 1986 and all other City employees are required to contribute to Medicare. The current rate of contribution to Medicare is 1.45% each for the City and covered employees.

DEFINED CONTRIBUTION POLICE PENSION PLAN (SECTION 401a)

Commissioned police are required by law to participate in a qualified pension program since they are exempt from contributing to Social Security. The City and employees have chosen a defined contribution (401a) money purchase plan administered by the ICMA Retirement Corporation. The contribution rate is 8.0% of gross salary for both the employer and the employee. Employees are 25% vested in City contributions after completing one year of employment. The vesting amount increases 25% per year, reaching 100% after the completion of four years of employment. The ICMA Retirement Corporation administers the plan.

SUPPLEMENTAL MONEY PURCHASE PLAN (SECTION 401a)

The City contributes 5% into a 401a supplemental money purchase plan instead of the Section 457 for an employment group who so chooses. An employee classification group must make the choice, in its entirety. One group who has chosen this option is non-sworn management level employees, including department heads. The

employee contribution is fixed at 11%. Employees are 100% vested in all contributions made into the program. The advantage of choosing this option is that it allows an employee to defer more pre-tax money for retirement. The ICMA Retirement Corporation administers the plan.

DEFERRED COMPENSATION PLAN (SECTION 457)

The City offers a 457 deferred compensation plan to all year-round employees. Participation in this plan is voluntary. Contributions by the employee may begin immediately. After completion of one year of employment, contributions by the City are offered as a match to the employee’s contribution, up to 3.0% of base salary for sworn police and up to 5% for non-sworn, non-management employees. Employees may contribute a higher percentage, up to the federal allowable max, at his/her option. Employees are 100% vested in all contributions made into the program. The ICMA Retirement Corporation administers the plan.

ROTH IRA

The City offers year-round employees the opportunity to contribute to a Roth IRA through payroll deductions. Participation in this plan is voluntary, and the City does not match employee contributions. Employee contributions may begin immediately upon hire. The ICMA Retirement Corporation administers the plan.

EMPLOYEE ASSISTANCE PROGRAM

This benefit is employer paid and therefore free to employees. The Employee Assistance Program (“EAP”) can be used for a variety of resources for employees and household members, including marital and personal counseling, addiction and substance abuse counseling, career planning and consultation, financial and legal advice, and dependent care consultation and referrals. All EAP services are provided in a **confidential** manner. No identifying information will be released to anyone unless written permission is given or as required by law for instances such as child abuse or a life-threatening situation. The City will receive *statistical information only* regarding how many employees are using the services. The consultation methods include face-to-face counseling sessions of up to three visits per issue per 12-month period as well as telephone and web resources. The program is administered by AffinityCare. They are available to offer assistance 24 hours a day, 7 days a week.

HOLIDAYS AND PERSONAL LEAVE

Employees who are regularly scheduled to work 20 hours or more per week on a 12-month per year basis are eligible for paid holidays. In the event that any holiday falls on a weekend, the adjacent business day is observed as the holiday. Employees who begin employment by June 30th also receive 10 hours of personal leave annually.

New Years Day	January 1 st
Presidents Day	3 rd Monday in February
Martin Luther King Day	3 rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving Day 4 th	Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th

PAID TIME OFF

Paid Time Off (“PTO”) replaces separate banks of vacation, sick, and personal time. Eligible employees currently accrue PTO based on seniority, as follows:

Years of continuous service completed	Accrual rate per pay period for first two paychecks of the month	PTO hours per year	PTO days per year (based on 8-hour days)
Date of hire through 5 years	7.67	184	23
6 years through 10 years	8.67	208	26
11 years through 15 years	9.34	224	28
16 years through 19 years	10.34	248	31
20 years and more	11.00	264	33

EXTENDED SICK LEAVE

Eligible employees also accrue up to 40 hours of Extended Sick Leave ("ESL") per year, at a rate of 1.67 hours the first two paychecks of each month. An employee's ESL bank may be accessed after 40 hours of PTO or other accrued leave has been used for a documented, serious health issue of the employee or a member of the employee's household.

BEREAVEMENT LEAVE

Full-time employees are currently eligible for paid leave of up to one week (40 hours) to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, parent, child, sibling, grandparent, grandchild, or step/in-law equivalent of any of the above, or other person living within the home of the employee.

ALTERNATIVE SCHEDULING

The City currently offers many alternative scheduling options to City employees, with approval of the Department Head and City Manager. Available options include compressed workweeks and flexible scheduling. See your Policy and Procedure packet for the full policy.

PERSONAL COMPUTER PURCHASE PLAN

The City offers employees the ability to participate in a no-interest computer loan program. The program allows employees to borrow up to \$2,000.00 for up to 2 years at no interest for the purchase or upgrade of personal computers for home use. See your Policy and Procedure packet for the full policy.

TUITION REIMBURSEMENT POLICY

Employees who take college courses not required for their job may be reimbursed in part for tuition, books, and materials. Employees interested in tuition reimbursement must get pre-approval from their Department Head. See your Policy and Procedure packet for the full policy.

HIGHER EDUCATION TUITION DISCOUNTS

Denver Regional Council of Governments has entered into agreements with Regis University and Kaplan University which will offer a 10% tuition discount to City employees. For more information on the program, contact DRCOG at (303) 455-1000.

DIRECT DEPOSIT

For the convenience of employees, the City offers direct deposit of paychecks. Payroll deposited using this method is credited to your bank account the morning of payday. Pay can be deposited into more than one account or at more than one institution, permitting savings to be directly deposited into savings accounts. This service can be arranged through the HR Analyst.

FINANCIAL INSTITUTIONS

City employees are eligible for membership services at the following financial institutions:

Columbine Federal Credit Union

CFCU's main office is located at 2305 East Arapahoe Road, Suite 234, Centennial CO 80122. The main telephone number is (720) 283-2346.

Rocky Mountain Law Enforcement Federal Credit Union

RMLEFCU has offices located in Denver, Aurora, and Lone Tree. The main telephone number is (303) 458-6660.

Wells Fargo

Some of the services include a free-interest bearing checking account, free ATM & check card, savings account, and closing bonus on mortgage loans. Accounts can be opened by calling 1-800-697-0008 or, if you are currently a Wells Fargo customer, you may call to upgrade your account by calling 1-800-869-3557.