

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

WAGES & SALARIES

Wages and salaries shall be as follows for Deputy Clerks appointed before January 1, 2014:

- The Deputy City Clerk's maximum wage shall be the same as that of Grade 3 of the appointed officials' pay plan.
- The Deputy City Clerk shall start at a salary no greater than 85% of maximum for a minimum of six months, unless the Council authorizes otherwise. The minimum salary shall be no less than 85% of the maximum in effect.
- Effective with the initial appointment of the employee as Deputy City Clerk, said employee shall be given a six-month probationary period, at which time the City Clerk shall conduct a performance/evaluation review of the employee as to all aspects of the duties, responsibilities and functions related to the position of Deputy City Clerk.

Wages and salaries shall be as follows for Deputy Clerks appointed after January 1, 2014:

- At the Clerk's discretion, the salary can be reevaluated any time after 6 months of employment for consideration for an increase in the employee's salary not to exceed the maximum wage of the approved pay scale.
- For the term of this contract, the maximum wage shall be the same as the pay grade of Budget Director of the Appointed Officials' Plan.

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.

SICK LEAVE

The City shall provide a pay continuation program for the employee in the event the employee is ill or disabled and in compliance with the Family Medical Leave Act. After four weeks, the employee shall be considered on the long-term disability program, and shall be paid 100% of his/her base pay the first year of his/her disability, and 95% the second year, after which the employee shall be terminated or placed on medical leave status. All fringe benefits, with the exception of vacation, shall continue while the employee is drawing long-term disability. If disagreement occurs between the City's doctor and the employee's doctor as to whether an employee is unable to work, the City doctor and the employee's doctor shall select a third doctor. This doctor's decision shall be binding on all parties.

No extension of the above time limits shall occur for new illness or complication while off on long-term disability or within one year of returning to work.

Those appointees that have accumulated sick leave while in a bargaining unit shall be paid off at the rate they earned on the last day they were in the bargaining unit. No pre-existing condition prior to employment with the City shall be eligible for benefits under these long-term disability provisions.

PAID HOLIDAYS

Paid holidays shall be in the same amount as the AFSCME employees being supervised.

If the Deputy City Clerk works Primary or General Election days (or any other designated City holiday or day off), the Deputy City Clerk shall be entitled to time off with pay equivalent to the number of hours worked, which shall be designated and used as election leave.

PERSONAL BUSINESS TIME

Up to four (4) non-accrued business days per year shall be credited on January 1 for appointees to conduct personal business.

OVERTIME/COMPENSATORY TIME

Under no circumstances shall the Deputy City Clerk receive monetary overtime pay.

JURY DUTY

There will be no loss of pay for jury duty. The employee may keep the stipend for jury duty.

CAR ALLOWANCE

Employees covered under the Pay Plan shall be reimbursed for payment of any mileage for work-related travel while using their personal vehicles including travel throughout the City and other regional work-related travel and while at seminars or conferences. The mileage rate shall be as established periodically by the I.R.S.

FUNERAL PAY

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.

LEAVES OF ABSENCE

Employee may be granted a leave of absence up to a period of 60 days at the discretion of the City Clerk. Extensions beyond 60 days will be at the discretion of the Clerk. If the employee wishes to continue his/her hospitalization/medical insurance, the employee must pay the premium for hospitalization insurance for this period according to the terms of the City's hospitalization insurance plan. All wages and fringe benefits shall cease during the employee's leave except for the period of medical disability. To be eligible for this benefit, the employee must have one year of continuous service as an appointed employee.

HOSPITALIZATION/MEDICAL INSURANCE

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.

2013 Mutual Gains Program as it may be amended 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 and the City Health Care Policy on file in the Personnel Department. Employees shall pay anything above the annual maximum amounts contributed by the employer that are established annually 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.

The City shall provide Pre-Medicare Retirees hired before January 1, 2014, their eligible spouses and dependents one of the medical plans offered to active employees. The cost sharing in effect for active employees shall be the cost sharing for healthcare in retirement for the pre-Medicare retiree and his/her dependents. Healthcare premiums for retiree health plans are higher than those of active employees for the same health plans. For example, the PPO-1 plan and PPO-2 plan, are more costly for a retiree than an active employee. At the time an active employee retires, the pre-Medicare retiree shall be subject to cost sharing based upon the percentage of the total retiree premium compared to the total active employee premium for the same health plan. This percentage shall be calculated using the Single Person coverage premium for active employees and pre-Medicare retirees of each of the plans offered. This percentage shall be multiplied by the active employee contributions for the same plan. The ability to receive healthcare in retirement is contingent upon the retired employee or spouse drawing benefits or a pension as provided for by MERS or Act 345. A retiree may select one of the choices annually at the designated open enrollment period.

For retirees who were appointed 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. The 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 first of the year after the retiree or spouse qualifies for Medicare, the City shall make the HRA contribution on the first of every year.

Appointees of the clerk appointed 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. This amount will be prorated monthly for each month of service by the employee. An employee must work fifteen (15) days of the month to earn credit for that month. 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 in future years, the funding levels will be adjusted no more than once annually and in accordance with the Medical Consumer Price Index (CPI).

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 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 lenses (corrective), 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, Pension and Severance Pay.

PENSION

For appointees of the Clerk appointed prior to January 1, 2014, the City shall provide full paid 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 appointees of the Clerk appointed on or after January 1, 2014, the City of Westland shall offer the employee a Defined Contribution Plan (401)a through MERS with immediate vesting privileges for all contributions. Funds deposited into this plan shall be for the employee's 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.

TUITION REIMBURSEMENT

After prior notification to the City Clerk, course reimbursement for tuition, registration fees and related texts 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 books, 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.

SEVERANCE PAY

The Deputy City Clerk shall serve at the pleasure of the City Clerk. Severance pay is paid to an employee whose employment with the City is terminated and is not gainfully employed in another position with the City except for the following reasons: resignation, termination due to LTD Plan (after 2 years), leave of absences, retirement, employment with the City is not terminated, death and conviction of a felony.

If termination is for any other reason, payment for severance shall be made upon termination according to the following schedule:

LENGTH OF SERVICE AS AN APPOINTED EMPLOYEE SEVERANCE PAY

0 to 6 months	No Payment
Over 6 months up to 3 years	1 month pay*
Over 3 years up to 4 years	2 months pay*
Over 4 years up to 5 years	3 months pay*
Over 5 years	4 months pay*

*At the employee's pay rate at termination.

If an employee has previously received full severance pay from the City, that employee shall be eligible for only one half (1/2) of the rate the employee would otherwise be entitled under this plan.

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 shall enter into deliberations immediately to arrive at a satisfactory replacement for such section or provision.

SPECIAL TO ANY UPGRADED 1602 OR SUPERVISORY EMPLOYEE

Any City employee promoted to an appointed position will not lose any accrued benefits as they relate to years of service with the City of Westland.

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