



NEW EMPLOYEE ORIENTATION SUMMARY
NON-REPRESENTED EMPLOYEES
2024

City History: Walla Walla became incorporated in 1862; 27 years before Washington became a state.

Form of Government: The City of Walla Walla operates with a Council-Manager form of government. The seven members of the City Council are elected by the citizens of Walla Walla, and the Mayor is elected from among the Council members. There are nine Council-appointed boards and commissions. Most boards and commissions act in an advisory capacity only to the City Council on selected community issues, while some have authority to render binding decisions.

The City Manager and City Attorney are appointed by the City Council. The Manager appoints department directors and is the chief appointing or hiring authority.

Organization of City Work Force: There are approximately 300 regular full-time and part-time employees that make up the City's workforce. Annually approximately 150 temporary workers are employed during peak seasons.

Employees of the regular work force team belong to either the AFSCME Local 1191-W Union (general employees), the IAFF Local 404 Union (fire fighters), the Police Guild (uniformed officers), non-represented employees (supervisors and general employees), or are part of the director management team. Personnel guidelines as they relate to all employees are included in the Personnel Policy Manual.

Offices in the City Hall building include the City Manager's office, Finance, Support Services, Technology Services, Human Resources, and the Legal Department. Other City facilities include the Service Center, Public Library, Landfill, Fire Stations #1 and #2, Police Station, Public Safety Communications (WESCOM), Water Treatment Plant, Mountain View Cemetery, Veterans Memorial Pool, and several beautiful municipal parks located around Walla Walla, including the Aviary at Pioneer Park.

THE NEW EMPLOYEE

Trial Service Period: Non-Represented employees (except for temporary/seasonal) must complete a six (6) month trial service period prior to becoming regular employees. Performance will be appraised on a regular basis during this time. Once the trial service period is successfully completed and regular employment status is attained, performance will continue to be appraised on an annual basis.

Employee Affiliation: As outlined above, the City work force includes members of three unions, non-represented employees, and the management team. The affiliation of this position with the City is identified with the non-represented group.

Work Schedule: Work schedules are determined by the supervisor. Employees are eligible for a ½ to 1-hour lunch period (depending on dept.), as well as a 15-minute rest break for every four hours worked.

Pay Periods: Employees are paid once per month on the third working day following the close of the pay period.

Training: Currently each department provides its own technical training opportunities. The City encourages all employees to pursue educational opportunities to further their careers, both with the City and beyond.

**SUMMARY OF BENEFITS FOR REGULAR FULL-TIME EMPLOYEES
(Benefits for part-time employees are prorated based upon hours worked per week.)**

LEAVES

Holidays: Employees are granted fifteen paid holidays each year, which includes 40 floating holiday hours.

New Year’s Day	Independence Day	
Martin Luther King Day	Labor Day	
President’s Day	Thanksgiving Day	
Memorial Day	Day after Thanksgiving Day	
Juneteenth	Christmas Day	Five Floating Holidays (40 hours)

Floating holidays are paid holidays, which may be taken by employees at their option with department approval and must be used by the end of the calendar year. Floating holidays are not included in a retiring/terminating employee's separation pay. If you are hired during the year, your floating holiday hours will be prorated based upon each month equaling 1/12th of the 40 annual hours.

Vacation: Full-time employees earn vacation leave in increments as outlined below. As of December 31st, no employee shall have an accumulated amount of vacation leave in excess of 240 hours. Accrued vacation leave may be used at any time after the initial date of employment. Additionally, employees may elect to cash out up to forty (40) hours of vacation time each year, provided the employee has taken forty (40) hours of vacation during the calendar year.

<u>Years of Continuous Service</u>	<u>Hours Earned Per Month</u>	<u>Days Per Year</u>
0 – 3 Years	8	12
4 – 6 Years	10	15
7 – 9 Years	12	18
10 – 15 Years	13.33	20
16 + Years	16.67	25

Sick Leave: All employees earn 8 hours of sick leave per month to a maximum accrual of 960 hours. Employees will be eligible to convert accumulated sick leave to vacation leave at the following rates:

<u>Sick Leave Balance</u>	<u>Hours Earned Converted to Vacation</u>
480 Hours	1.33 Hours per Month
720 Hours	2.67 Hours per Month
960 Hours	4.00 Hours per Month

In addition, as of December 31st, employees shall receive a cash-out of 25% of any sick leave hours in excess of 960.

Remember that the information above is in summary form. Please review the personnel policy manual for additional details.

EMPLOYEE GROUP INSURANCE

Health Insurance: There are four health insurance plans as outlined below. Major medical benefits are subject to a range of co-pays depending on the service. A summary of benefits will be provided for each plan. Employees may select from the four following options:

- **Regence Blue Shield** HealthFirst 250
- **Regence Blue Shield** High Deductible Health Plan (HDHP)
- **Kaiser** (HMO) 200
- **Kaiser** High Deductible Health Plan (HDHP) HMO

Health insurance premiums are calculated on a composite basis for Regence HealthFirst 250 and Kaiser 200 plans. Effective January 1, 2024, the City pays \$2,010.48 per month for full family medical, dental and vision insurance coverage. The employee share of the monthly premium is \$128.33 per month.

Employees electing to participate in one of the High Deductible Health Plans (HDHP) are not included in the composite rates. Tiered rates will be provided by the HR Department. The City will contribute the following annual amounts to an H.S.A. for employees in the HDHP plans:

- Individual \$750
- Family \$1,500

Coverage is effective the first of the month following the month of hire.

Delta Dental Insurance: Dental benefits (no deductible) are paid up to a maximum payment as outlined under the dental plan. Maximum dental benefits payable is \$2,000 per calendar year, per person.

Orthodontia: Orthodontia is paid at 50% (no deductible) for eligible charges to a maximum lifetime payment of \$1,500 per covered member.

Vision (VSP): Vision benefits are paid as outlined under the vision plan:

- VSP Panel Provider: 100% for covered expenses: One complete vision analysis per calendar year; spectacle frames from allowable selection every 24 months, up to \$220 for featured frame allowance; and one pair of lenses, for each covered person per year. One pair of contact lenses in lieu of all other materials to a maximum of \$200 for each covered person in a period of 12 months.
- Non-VSP Panel Provider: One complete vision analysis per calendar year paid in full up to \$71 per member every 12 months; one set of spectacle frames up to \$77 in a period of 24 months; and one pair of lenses, (single vision-\$31/pair; bifocal-\$50/pair; tri-focal-\$65/pair), for each covered person every 12 months. One pair of contact lenses in lieu of all other materials up to a maximum of \$135 for each covered person in a 12-month period.

Co-Insurance: When both the employee and the employee's spouse have health care insurance, the City uses the "birthday rule" in determining primary coverage for dependent children. In accordance with State law, the parent whose birthday comes first is the primary insurance provider.

For more detailed coverage information, refer to the Summary Plan Document, contact the insurance administrator, or the Human Resources Department.

Hartford Insurance – Life/AD&D, Voluntary Life/AD&D, and Voluntary LTD

Term Life and AD & D Insurance: The life insurance benefit for all employees is \$50,000. The entire premium is paid by the City for full-time employees.

Voluntary Dependent Term Life Insurance: Cost of dependent life insurance is \$.30 per month for total family coverage and is paid by the employee. Coverage provides \$1,000 per dependent.

The insurance listed above is effective on the first day of the month following the date of hire.

Voluntary Life/AD&D Insurance: Voluntary life insurance may be purchased through payroll deduction. Life insurance is available in \$10,000 units from a minimum of \$10,000 to a maximum of \$500,000 (or 5 times your annual salary). New employees may apply for \$200,000 or 3 times their annual salary on a guaranteed acceptance basis. Dependent life is available to eligible dependents, including their lawful spouse and unmarried children from birth to age 19, or age 25 if a full-time student. Costs vary depending on the amount of coverage selected and the age of the employee. This insurance is effective when approved.

Voluntary Long-Term Disability Insurance: Employees may purchase Voluntary LTD insurance through payroll deduction.

AFLAC

Cancer/Short-term Disability/Personal Accident Advantage/Personal Recovery Plus/Hospital

Advantage Insurance Plans: A variety of insurance plans are available to employees through a private carrier - AFLAC. Through a Cafeteria 125 Plan, the cost of any additional insurance(s), as well as the health insurance premiums through the City, may be purchased on a pre-tax basis which will reduce the annual taxable income.

RETIREMENT

Washington State PERS II (Membership after 10/1/77): Currently employees contribute 6.36% of gross salary to the PERS 2 pension system, and the City contributes 9.53%.

Washington State PERS III: Employees will have 6 options to contribute between 5% and 15% of their gross salary to the defined contribution component of this pension system plan (once the contribution option is selected, the rate is irrevocable), and the City currently contributes 9.53% of salary.

All employee contributions are tax deferred until retirement or withdrawn from the system.

INDUSTRIAL INSURANCE

The City is a self-insured employer under Washington State law. Claims are managed through a third-party administrator, currently TRISTAR. Job-related injury or disease (no matter how slight) **must** be reported to the supervisor immediately. A City claim form should be requested prior to seeking medical attention unless immediate medical attention is required.

Benefits are the same as provided under State Industrial Insurance. Benefits paid for job-related injury or disease include medical expenses and a portion of lost wages. Time loss compensation is based on the employee's marital and dependent status at the time of injury or illness. Time loss benefits are calculated by the City's Payroll Accountant.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) offered through our AWC Health Plan is with *CompPsych*. The EAP provides confidential counseling outside the workplace to assist employees and members of their household to work through personal or job-related problems. The first three sessions per issue are covered by the EAP. The phone number is: 1-800-570-9315.

VOLUNTARY BENEFITS

Deferred Compensation: Employees may participate in a deferred compensation program through MissionSquare (formerly known as ICMA-RC), Baker Boyer Bank - BPAS, or the Washington State Deferred Compensation Program (DCP). Starting October 1, 2023, the Washington State DCP has added a Roth option. Deferred Compensation is an important future income source. The City will match an employee’s monthly contribution up to 3.5% of the employee’s monthly base rate of pay. In 2024, employees can defer from federal income taxation, up to \$23,000.

Y.M.C.A. Corporate Membership: The City has a corporate membership program with the local Y.M.C.A. Employees and their dependents may become members of the Y.M.C.A. at a 10% discount. You must contact the Y.M.C.A. directly to enroll.

Direct Deposit: Employees may have their payroll checks deposited directly into their account at the financial institution of their choice.

Wellness Program: The City's Wellness Committee promotes healthy lifestyles, wise consumption of health care services, and mental, spiritual, and physical well-being. This committee sponsors numerous activities to encourage personal and professional health.

New employee orientation materials have been explained and covered with me by a Human Resources Department representative.

Employee/Date

HR Representative/Date