

CITY OF PRINEVILLE

BENEFIT SUMMARY – NON BARGAINING EMPLOYEES

INSURANCE

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|-------------------------------------|--|
| Medical | Coverage for employee and family, City currently paying 100% of the premium. |
| Dental/Vision | Coverage for employee and family, City currently paying 100% of the premium. |
| Life/AD&D | Employees are provided \$50,000 of life insurance and each dependent is provided \$5,000 of coverage. This life insurance benefit is fully paid by the City. |
| Long-term Disability | This benefit pays a percentage of your salary after a 90-day waiting period. The premium is fully paid for by the City. |
| Supplemental (Employee Paid) | <p>There are optional supplemental plans in which an employee can enroll in at his/her expense. (Coverage may not be guaranteed and may require underwriting approval.)</p> <p>Short term Disability - available for employee.</p> <p>Additional term life insurance – available for the employee, spouse, and eligible dependents.</p> <p>Accident, Cancer, Hospital, Intensive Care, and Specific Event Insurance- available for employee, spouse, and eligible dependents.</p> |

RETIREMENT

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|------------------------------|---|
| PERS / OPSRP | The City participates in the Oregon Public Employee Retirement System (PERS)/(OPSRP). Employees are eligible to become members of the OPSRP after six full months of employment. The City pays the six percent employee contribution. |
| Deferred Compensation | Employees are eligible to participate with employee contributions in a 457 pre-tax or Roth deferred compensation plan. |

LEAVE BENEFITS

| Vacation | <p>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;">Monthly Accrual Rate</th> <th style="text-align: center;">Maximum Accrual Cap</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1-5 Years</td> <td style="text-align: center;">8 hours</td> <td style="text-align: center;">96 hours</td> </tr> <tr> <td style="text-align: center;">5-10 Years</td> <td style="text-align: center;">10 hours</td> <td style="text-align: center;">120 hours</td> </tr> <tr> <td style="text-align: center;">10-15 Years</td> <td style="text-align: center;">12 hours</td> <td style="text-align: center;">144 hours</td> </tr> <tr> <td style="text-align: center;">15-20 Years</td> <td style="text-align: center;">14 hours</td> <td style="text-align: center;">169 hours</td> </tr> <tr> <td style="text-align: center;">20+ Years</td> <td style="text-align: center;">16 hours</td> <td style="text-align: center;">192 hours</td> </tr> </tbody> </table> | Months of Continuous Service | Monthly Accrual Rate | Maximum Accrual Cap | 1-5 Years | 8 hours | 96 hours | 5-10 Years | 10 hours | 120 hours | 10-15 Years | 12 hours | 144 hours | 15-20 Years | 14 hours | 169 hours | 20+ Years | 16 hours | 192 hours |
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| 15-20 Years | 14 hours | 169 hours | | | | | | | | | | | | | | | | | |
| 20+ Years | 16 hours | 192 hours | | | | | | | | | | | | | | | | | |
| Sick Leave | <p>Accrued sick leave can be used the month after it is earned.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Monthly Accrual Rate</th> <th style="text-align: center;">Maximum Accrual</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8 hours</td> <td style="text-align: center;">1200 hours (employees hired after 3/1/2006)</td> </tr> </tbody> </table> | Monthly Accrual Rate | Maximum Accrual | 8 hours | 1200 hours (employees hired after 3/1/2006) | | | | | | | | | | | | | | |
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LEAVE BENEFITS CONTINUED

| Holiday Time | <p>Holiday schedule for full time non-bargaining employees. The following days are recognized as paid holidays:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Holiday</th> <th style="text-align: center;">Date Observed</th> </tr> </thead> <tbody> <tr> <td>New Year's Day</td> <td>January 1st</td> </tr> <tr> <td>Martin Luther King Day</td> <td>Third Monday in January</td> </tr> <tr> <td>Presidents Day</td> <td>Third Monday in February</td> </tr> <tr> <td>Memorial Day</td> <td>Last Monday of May</td> </tr> <tr> <td>Independence Day</td> <td>July 4th</td> </tr> <tr> <td>Juneteenth</td> <td>June 19th</td> </tr> <tr> <td>Labor Day</td> <td>First Monday in September</td> </tr> <tr> <td>Veterans Day</td> <td>November 11th</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Fourth Thursday in November</td> </tr> <tr> <td>Day after Thanksgiving</td> <td>Fourth Friday in November</td> </tr> <tr> <td>Christmas Eve</td> <td>City Hall closes at Noon</td> </tr> <tr> <td>Christmas Day</td> <td>December 25th</td> </tr> <tr> <td>New Year's Eve</td> <td>City Hall closes at Noon</td> </tr> <tr> <td>Floating Holiday</td> <td>Employee's choice. Must use before July 1st each year.</td> </tr> </tbody> </table> | Holiday | Date Observed | New Year's Day | January 1 st | Martin Luther King Day | Third Monday in January | Presidents Day | Third Monday in February | Memorial Day | Last Monday of May | Independence Day | July 4 th | Juneteenth | June 19th | Labor Day | First Monday in September | Veterans Day | November 11 th | Thanksgiving Day | Fourth Thursday in November | Day after Thanksgiving | Fourth Friday in November | Christmas Eve | City Hall closes at Noon | Christmas Day | December 25th | New Year's Eve | City Hall closes at Noon | Floating Holiday | Employee's choice. Must use before July 1 st each year. |
|-------------------------------------|--|-------------------------------------|--|-----------------------|-------------------------|------------------------|-------------------------|----------------|--------------------------|--------------|--------------------|------------------|----------------------|------------|-----------|-----------|---------------------------|--------------|---------------------------|------------------|-----------------------------|------------------------|---------------------------|---------------|--------------------------|---------------|---------------|----------------|--------------------------|------------------|--|
| Holiday | Date Observed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Year's Day | January 1 st | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Martin Luther King Day | Third Monday in January | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presidents Day | Third Monday in February | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Memorial Day | Last Monday of May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Independence Day | July 4 th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Juneteenth | June 19th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Labor Day | First Monday in September | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Veterans Day | November 11 th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thanksgiving Day | Fourth Thursday in November | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Day after Thanksgiving | Fourth Friday in November | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Christmas Eve | City Hall closes at Noon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Christmas Day | December 25th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Year's Eve | City Hall closes at Noon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Floating Holiday | Employee's choice. Must use before July 1 st each year. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bereavement Leave | In the event of death in an employee's immediate family, City employees are allowed up to 4 days off with pay. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Doctor Appointments | Employees receive up to 4 hours a month for doctor appointments. Hours do not roll over. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Administrative Leave | <p>FLSA exempt positions receive the following hours of additional leave with pay per fiscal year.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Administrative Leave Fiscal Year</th> <th style="text-align: center;">Hours Credited Annually (July 1st)</th> <th style="text-align: center;">Allowable Rollover</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">July 1 – June 30</td> <td style="text-align: center;">80 hours</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>These hours must be used by the end of each fiscal year.</p> | Administrative Leave Fiscal Year | Hours Credited Annually (July 1 st) | Allowable Rollover | July 1 – June 30 | 80 hours | 0 | | | | | | | | | | | | | | | | | | | | | | | | |
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| July 1 – June 30 | 80 hours | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHER BENEFITS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education Reimbursement | Employees are eligible for education reimbursement per approval of their Supervisor and according to Human Resources Education Incentive Policy. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flex Spending Plan (125) | Employees are eligible for participation in a deferral plan for child care and unreimbursed health-related expenses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Longevity Incentive | Employees are eligible for longevity pay after 5 years of employment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Notes: All benefits and contributions listed on this summary are subject to change; benefits listed on this summary are for full time non-bargaining employees.

Please direct any questions regarding benefits to the Human Resources Manager.