

APPROVED AT CITY COUNCIL MEETING OF 08-20-91. COUNCIL MOTION 91-192.

CITY OF WOODHAVEN  
ADMINISTRATIVE PERSONNEL BENEFIT PLAN  
JULY 01, 1991 TO JUNE 30, 1994

This benefit plan shall apply to all current full-time, nonbargaining unit positions, and other future full-time, nonbargaining unit positions, which includes:

DEPARTMENT HEADS:

- City Clerk
- Administrative Assistant/Treasurer
- Building Official/Assessor
- Fire Chief
- Director of Parks, Recreation and Public Service

APPOINTED OFFICIALS: (People appointed by a formal majority vote of the City Council.)

- Deputy Clerk
- Assistant Superintendent Water and Sewer Department
- Central Office Supervisor, Department of Public Service
- Recreation Director

SALARIED PERSONNEL:

- Assistant in the Finance Department
- Payroll Supervisor
- Foreman, Department of Public Service
- Program Coordinator/Recreation Department
- Ordinance Officer/Emergency Management Coordinator

All of whom will be referred to as Administrative Personnel.

The authority for establishing practices and procedures, for implementing provisions within this code and the authority for modifying or amending is the responsibility of the Mayor and Council.

This benefit plan will be reviewed annually by the Mayor and Council. At that time any changes will be brought for formal action of City Council.

Employment opportunities are to be offered equally to qualified persons without regard to race, creed and national origin, sex, age handicaps or political persuasion.

I. HOURS OF WORK:

- A. Normal working hours for those individuals referred to in the introduction will be 9:00 a.m. to 5:00 p.m. Flexibility in normal schedules is allowed provided the department is manned by another appropriate supervisor.

*Woodhaven, City of*

- B. No overtime payments will be available to employees covered by this benefit plan.

II. COMPENSATION:

- A. The annual compensation for each employment classification covered by this plan is determined by the Mayor and Council.
- B. Longevity will be paid to individuals indicated in the introduction in the following manner:
  - 1. \$100.00 after five years of service.
  - 2. \$ 25.00 additional each year thereafter to a maximum of \$450.00.

III. VACATION:

- A. Vacations will be accrued by DEPARTMENTS HEADS and APPOINTED OFFICIALS according to the following schedule:

YEARS OF SERVICE	NO. OF WEEKS
1 - 9 years	4
10 years and over	5

- B. Vacations will be accrued by SALARIED PERSONNEL according to the following schedule:

YEARS OF SERVICE	NO. OF WEEKS
1 - 4 years	3
5 - 9 years	4
10 years and over	5

- C. Vacation time earned may not be utilized until after completion of the first year of employment.
- D. Vacation time must be taken within the allotted time except as provided in Section III paragraph E below. Vacation time may not be waived in favor of extra compensation for vacation time unused.
- E. Vacation earned under this code shall not accumulate beyond one year accrual as indicated in the aforementioned schedules: If such accumulation does occur, the individual will have sixty (60) days to use sufficient vacation time to reduce the balance to the one year accrual.
- F. Vacation time must be used in increments of at least one-half day or more.
- G. Employees will be paid at the time of termination the amount of vacation pay to which they are entitled.

H. Vacation time will be from anniversary date to subsequent anniversary date.

IV. SICK PAY:

The purpose of sick pay is to protect employees income during the course of unavoidable absences due to illness and disability. Sick pay shall be earned under the following terms:

- A. Sick pay is earned at the rate of one and one quarter ( 1 1/4 ) day per month beginning with the date of hire. Fifteen (15) days per year.
- B. Sick time must be used in increments of one half (1/2) hour or more.
- C. Individuals hired prior to January 1, 1986, may accumulate a total of one hundred eighty (180) days of sick leave, and will receive one hundred (100%) percent cash surrender value of the total accumulation upon termination.
- D. Individuals hired after January 1, 1986, may accumulate a total of one hundred fifty (150) days of sick leave, and will receive one hundred (100%) percent cash surrender value of the total accumulation upon termination.
- E. That on retirement, resignation or death the employee or his/her beneficiary or estate in the event of death, shall be paid for any of the unused sick days but not to exceed the accumulations allowed herein.

V. COMPENSATORY TIME:

- A. Employees covered by this benefit plan shall be allowed to accumulate a maximum of forty (40) hours of compensatory time.
- B. Compensatory time will be recorded on the time sheets that are turned into the Finance Department.

VI. HOLIDAYS:

- A. The City shall recognize the following as paid holidays:

New Years Day	Friday after Thanksgiving
Presidents Days	Christmas Eve Day
Good Friday	Christmas Day
Memorial Day	New Years Eve Day
Independence Day	Presidential Election Day
Labor Day	Day for City Clerk and Deputy
Thanksgiving	(Lieu of Presidential Day)
Employee's Birthday	

- B. When one of the above holidays falls on Saturday, it shall

be observed the preceding Friday. When one of the holidays falls on Sunday, it shall be observed on the following Monday.

VII. PERSONAL DAYS:

- A. Each employee covered under this agreement shall be entitled to three (3) personal leave days per year. These will be used from January 1st to December 31st of each year.

VIII. FUNERAL LEAVE

- A. The employer will permit individuals covered by this code to be absent without loss of pay for up to five (5) days to arrange for and attend the funeral of the employee's spouse, child, parent, sister, brother, father-in-law, mother-in-law or grandchild.
- B. If the employee needs additional time off for such reason a charge will be made against sick or vacation time.

IX. JURY DUTY

- A. The City agrees to pay an employee who serves as a juror on either a District Court, a Circuit Court or Federal District Court Jury the difference between his earnings as a juror and the straight time hourly earnings he would have realized.
- B. Regular pay will continue during jury duty, however at such time as jury duty is through, employees must furnish a written statement from the appropriate public official showing the date and time served and the amount of pay received and at such time sign over said check to the Payroll Department.

X. MEDICAL LEAVE

- A. An employee with one (1) year or more of service may request an unpaid leave of absence due to illness, pregnancy or disability. Administrative Personnel shall be entitled to the benefit of the short term and long term disability. In the event that the medical leave extends beyond a period of one year, then the time of service shall be frozen at that point until the person returns to work
- B. During the approved leave period, the employee's sick and vacation time will not accrue and will be frozen to the amount earned up to the beginning of the leave.
- C. The benefits of medical insurance, life insurance, optical, and short and long term disability will continue for a period of one (1) year.

- D. All leaves require the approval of the Council. Approval shall be based on appropriate data received from employees physician.
- E. The City reserves the right to have employees, who are on medical leave, examined by a physician of its choice to determine if such employee is capable of performing his/her duties.

XI. WORKER'S COMPENSATION

- A. Individuals covered by this code will receive full pay for a period of two years, with endorsement of compensation checks to the City.
- B. The benefits of medical insurance, life insurance, optical and short and long term disability will continue for a period of two (2) years.

XII. FRINGE BENEFITS

A. The City will provide the following fully paid fringe benefits:

- 1. Blue Cross/Blue Shield medical MVF \$2.00 prescription rider or equivalent.
- 2. Blue Cross/Blue Shield dental or equivalent.
  - a. 100 % class I.
  - b. 75 % class II.
  - c. 75 % class III.
  - d. 50 % class IV.
  - e. \$1,000.00 per year per dependent.
  - f. \$1,000.00 life time maximum on orthodonture up to age 19.
- 3. Annual clothing allowance of \$575.00 and quarterly cleaning allowance of \$162.50 for the Fire Chief. Also safety shoed will be provided to the Building Inspector, Assistant Water Superintendent, Ordinance Officer and Department of Public Service Foreman at two (2) pair per year.
- 4. Short-term disability, long-term disability, life insurance and accidental death:
  - a. Life Insurance \$25,000.00
  - b. Accidental Death \$50,000.00
  - c. Short-term disability (14 days to 6 months) 60 % of gross pay to to maximum of \$300.00 per week.
  - d. Long-term disability 60 % of gross pay to maximum of \$5,000.00 per month.

5. Optical—Upon presentation of a paid statement for optical services rendered, the City shall reimburse the employee for same up to and including \$125.00 per year per family.
6. Tuition and Book Reimbursement will be available to employees by this code and providing the following criteria is met:
  - a. Courses must be directly related to the employees assigned duties. Courses not directly related to assigned duties must be first approved by the Mayor and Department Head.
  - b. A grade of "C" or better has been achieved.
  - c. Paid receipts must be submitted to Accounts Payable upon request for reimbursement, both for tuition and books, and further that said books are turned in with receipts.

#### XIII. MILEAGE

Reimbursement for mileage will be at the rate as outlined by the Internal Revenue Service.

#### XIV. TERMINATION OF EMPLOYMENT

##### A. Resignation:

1. Must be in writing (2) weeks prior to effective date.
2. The Mayor and Council, at their discretion, may terminate employment after notice of resignation prior to effective date. Per section 7.8 of the City Charter.

##### B. Retirement:

1. The employee is requested to give the City a minimum of three (3) months notice of proposed retirement.
2. "Normal Retirement" means termination of employment other than death after age fifty-five (55) and/or thirty (30) years of service with two and one quarter (2 1/4) per cent of his/her average monthly compensation. (This will be finalized and scheduled to begin January 1, 1992.) *See attached*

##### C. Discharge

1. Service to the City of Woodhaven discharge shall be at the will and discretion of Mayor and/or Council as governed by charter and/or ordinance



providing just cause is shown.

XV. DUTY PERMANENT AND TOTAL DISABILITY RETIREMENT BENEFIT

- A. An employee whose employment with the City is terminated by reason of Duty Permanent and Total Disability Retirement shall be entitled to receive a monthly benefit, upon application therefore, equal to sixty-five (65 %) percent of his average monthly compensation. This monthly benefit shall be payable during continuance of said disability until the employee attains Normal Retirement Age (set forth by social security) at which time he shall be entitled to receive a Normal Retirement Benefit based on the benefit formula then in effect and his Credited Service (not in excess of thirty (30) years). Credited Service for such Normal Retirement Benefit shall be increased by the number of years from date of commencement of Duty Disability Retirement to date upon which he shall be entitled to receive a Normal Retirement Benefit.

XVI. RETIREE BLUE CROSS/BLUE SHIELD

Plan to be in place by January 1, 1992.

*See attached*

XVII. TRANSITION

Should union personnel transfer into a position covered by this plan the employees seniority date will be maintained. All benefits will be determined in accordance with seniority provided, however, no employee shall receive benefits from all City sources which together will exceed the benefits the employee is entitled to under his/her new position.

92-082 Upon motion by Mayor Withey, supported by Councilman Zarotney, and unanimously carried, to reject the bids received for the 80 dozen softballs.

92-083 Upon motion by Mayor Withey, supported by Councilman Zarotney, and unanimously carried, to purchase the 80 dozen softballs from the United States Slo-Pitch Softball Association at a cost of \$30.00 per dozen.

92-084 Upon motion by Councilman Maczuga, supported by Councilman Traeder, and unanimously carried, to award the bid received to purchase baseball shirts, caps and stirrups to Varsity Athletic Equipment at a cost of approximately \$4,298.40.

92-085 Upon motion by Mayor Withey, supported by Councilman Traeder, and unanimously carried, to authorize Mr. Charles Horn, Director of Parks, Recreation and Public Services, to bid for youth and adult baseball pants.

92-086 Upon motion by Councilman Zarotney, supported by Mayor Withey, and unanimously carried, to authorize Mr. Charles Horn, Director of Parks, Recreation and Public Services, to bid for street trees with the specifications to include two different sizes of trees. The sizes are 1" - 1 1/4" and 2" - 2 1/2".

92-087 Upon motion by Councilman Maczuga, supported by Councilman Traeder, and unanimously carried, to accept the recommendation of Mr. Dennis Andrew, Fire Chief, to award the quote received for the E-911 and computer wiring to L. Brown Electric Company as follows:

1. Installation of power wiring for E911 System \$2,735.00
2. Installation of one separate 20 amp. isolated ground circuit \$225.00 plus all permit fees required by the city.

92-088 Upon motion by Councilman Traeder, supported by Councilman Pool, and unanimously carried, to accept the recommendation of Mr. Richard Foster, Police Chief, to award the bid received for the IBM System 36, Model 5363 and system software to CHIEFS, Inc., in the amount of \$16,609.00.

92-089 Upon motion by Mayor Withey, supported by Councilman Zarotney, to approve the following compensatory time policy for the Administrative Personnel Benefit Plan dated 7/1/1991 to 6/30/1994:

#### COMPENSATORY TIME POLICY

- A. This Compensatory Time Policy will begin on January 1, 1992.
- B. Accumulation of time and the use of time will be in full one hour increments.
- C. Compensatory Time will be earned and used as straight time.



EFFECTIVE 5/01/93

RETIREMENT

Normal retirement means termination of employment (other than by death) after age fifty-five (55) and after ten (10) years of credited service; or after age fifty (50) and after thirty (30) years of credited service.

Normal Retirement Benefit--An employee whose employment with the City is terminated by reason of normal retirement shall be entitled to receive, upon application therefore, a monthly normal retirement benefit equal to the product of his/her years of credited service, not in excess of thirty (30) years at retirement and two and one-quarter percent (2 1/4%) of his/her average monthly compensation as defined in Ordinance No. 33 Appendix B.

The employee is requested to give the City a minimum of three (3) months notice of proposed retirement.

EFFECTIVE 7/01/92

CITY OF WOODHAVEN

MEDICAL BENEFIT PLAN FOR EXEMPT EMPLOYEES

1.0 Purpose: The purpose of this policy is to establish a voluntary medical benefit plan for active exempt employees and those exempt employees retiring after July 1, 1992.

2.0 Definitions: Exempt employees shall mean those regular, full-time, active employees in exempt classifications. Exempt classifications are those classifications which are not within a recognized bargaining unit and shall include, but shall not be limited to City Officers and salaried personnel. Retired exempt employees shall mean those employees who were employed in an exempt classification on the day immediately preceding their normal retirement date. Plan shall mean the medical insurance and/or medical reimbursement plan then in effect for all active City employees.

3.0 Benefit: Exempt employees and retired exempt employees may elect to be covered under the medical insurance policy and/or medical reimbursement plan provided to all City employees. Exempt employees must elect to be covered on or before October 1st for the next plan year. Exempt employees who elect to participate in this Plan following their normal retirement from City employment, must make their election to participate at least sixty (60) days prior to the effective date of their retirement.

4.0 Eligibility: All exempt employees are eligible to participate in the Plan. To be eligible to participate in the Plan following normal retirement, the following applies.

4.1. Employees must retire under a Normal Retirement as that term is defined in the Woodhaven Retirement Ordinance.

4.2. Employees must not be eligible to obtain medical insurance or medical expense reimbursement coverage without cost to the employee from any previous or subsequent employer, or from any other source, including their spouse or their spouse's employment. If the retired employee can obtain medical coverage without cost, through any source, then the City shall not be required to maintain the retired employee under the City's group health, medical and hospitalization insurance policies.

4.3. In the event the retired employee is eligible for Medicare Insurance, the retired employee shall make application for such insurance and the City shall provide

only supplemental hospitalization insurance. If the retiree does not accept Medicare insurance, his medical coverage provided by the City will cease.

4.4. Coverage of the spouse will be provided in accordance with the following criteria.

--Should the spouse of the normal retirement retiree survive the employee, the spouse shall be allowed to continue on the City paid hospitalization plan to age sixty-five (65) or become eligible for medicare insurance, provided the spouse does not remarry during the period from date of death of the employee to age sixty-five (65) or become eligible for medicare insurance.

Upon a retiree or surviving spouse attaining the age of eligibility for Medicare Insurance, the retiree or their surviving spouse, whichever the case, will make application for paid insurance and the City will provide supplemental hospitalization insurance.

5.0 Medical Benefits for Retirees: Medical benefits shall be available for all full-time employees who retire from City employment on or after July 1, 1992. This medical benefit shall not be available for those employees who terminate their employment prior to retirement, whether or not such employees shall have a vested interest in the City's retirement plan.

The City of Woodhaven shall pay the following percentage of medical benefit premiums for employee and spouse.

10-15 Years of Service	40%
16-20 Years of Service	50%
21-25 Years of Service	60%
26-30 Years of Service	80%
30 + Years of Service	100%

6.0 Non-Participation: Exempt employees not electing to participate in the Plan during their active employment shall be paid \$100.00 per month for each month the employee is not covered under the Plan. Exempt employees not participating in the plan, who find it necessary to be covered by the City's medical plan, will be admitted to the plan on the annual reopening date. No such payment shall be made to retired exempt employees.

7.0 Modification: The Plan shall only provide the same medical insurance or medical expense reimbursement coverage provided to active employees. The City may change the present coverage at any time and the benefit provided under this Plan shall similarly change.

8.0 Inconsistencies: In the event of an inconsistency in the

terms of the actual medical insurance policy and/or medical reimbursement plan and the terms of this document, the terms of the insurance policy and/or reimbursement plan shall control.

9.0 Termination: The Plan may be terminated by the City Council at any time.

SALARIED PERSONNEL

SICK HOURS POLICY  
EFFECTIVE SEPTEMBER 1, 1992

The purpose of this document is to clarify how sick time is earned by individuals on MEDICAL LEAVE who have worked or received "other" pay during a month.

FULLY COMPENSATED MONTH

Sick pay is earned at the rate of one and one quarter days (ten hours) per month for each month in which the employee worked, was on vacation, or used personal days or sick days for the entire month.

PARTIALLY COMPENSATED MONTH

In the event that an employee is on a medical leave, sick days will accumulate in the following manner:

One-half hour of sick time will accrue for each eight hour day in which the employee either worked, received payment for a holiday, comp time or was paid from either a sick time or vacation time bank to a maximum of 10 hours per month. Partial days (less than eight hours) worked or drawn from accumulated time banked will not earn sick time.

NO COMPENSATION

During an approved medical leave, the employees sick and vacation time will not accrue and will be frozen to the amount earned up to the beginning of the leave. Short term and long term disability is not considered City paid compensation.

Council Motion #92-242

Dated: September 1, 1992