Management, Professional, Technical & Clerical (MPTC) Benefit Guide

July 1, 2019

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SECTION I
GENERAL

The City may provide for pay related benefits to be funded by the City, on a joint contribution basis between the City and its employees, or by the employee. Base levels and types of benefits shall be in accordance with the Management, Professional, Technical and Clerical (MPTC) Pay Plan and the City of Norton Shores Personnel Ordinance as recommended by the City Administrator and approved by the City Council. The following benefits are for all MPTC employees.

SECTION II
ELIGIBILITY

This policy covers the positions of City Administrator, Administrative Services Director/Assistant to the City Administrator, Building Official, Chief Mechanic, City Clerk, City Treasurer, City Engineer, Finance Director/Parks & Recreation Director, Deputy Fire Chief, Fire Chief, Fire Marshal/Building Division Supervisor, Facilities Supervisor, Parks/Recreation Supervisor, City Planner/Zoning Administrator, Police Chief, Public Works Director, Streets/Drainage Superintendent, Streets/Drainage Supervisor, Water/Sewer Superintendent, Water/Sewer Supervisor, Programs Assistant, Police Records Technician, Administrative Assistant, Parks/Recreation Coordinator, Accounting Technician, Police Records Specialist, Payroll Specialist.

Position	July 1, 2019 – June 30, 2020
Programs Assistant	$34,896-$43,830
Police Records Technician	$34,896-$43,830
Administrative Assistant	$38,858-$48,806
Parks/Recreation Coordinator	$38,858-$48,806
Accounting Technician	$38,858-$48,806
Police Records Specialist	$38,858-$48,806
Payroll Specialist	$40,800-$51,247
Chief Mechanic	$52,205-$65,569
Facilities Supervisor	$52,205-$65,569
Water/Sewer Supervisor	$52,205-$65,569
Streets/Drainage Supervisor	$52,205-$65,569
Parks/Recreation Supervisor	$52,205-$65,569
City Treasurer	$57,514-$72,290
City Planner/Zoning Admin.	$57,514-$72,290
Building Official	$60,433-$75,904
City Clerk	$60,433-$75,904
Fire Marshal/Building Div. Supvr.	$66,628-$83,685
Water/Sewer Superintendent	$69,960-$87,869
Streets/Drainage Superintendent	$69,960-$87,869
City Engineer	$73,457-$92,263
Deputy Fire Chief	$73,457-$92,263
Dir. of Admin/Asst. to City Admin.	$80,987-$108,202
Fire Chief	$80,987-$108,202
Public Works Director	$80,987-$108,202
Finance Director/Parks & Rec. Dir.	$80,987-$108,202
Police Chief	$80,987-$108,202
City Administrator	$103,936-$124,309

SECTION III
INSURANCE

Life Insurance and Accidental Death and Dismemberment Insurance

The City provides term life insurance and accidental death and dismemberment benefit in the amount equal to the employee's annual salary.

Health Insurance

The City provides a paid group health insurance program including a prescription drug rider. Effective October 1, 2012, in accordance with Publicly Funded Health Insurance Contribution Act 152, employees shall be enrolled in the Blue Cross Blue Shield Simply Blue health plan with $15/50 (generic/brand name) co-pay for prescription drugs. There shall be no reimbursement of co-pays.

Employees may elect to include their eligible family dependents under the group program. Child dependents are eligible for coverage until their 26th birthday at which time they may be eligible for coverage under COBRA. The cost of the group health insurance plan, including the cost of any eligible dependent coverage, shall be paid by the City. Effective June 30, 2008 there shall be deducted from each covered employee's paycheck each pay period the sum of $20 for the group hospitalization. Employees are required to complete a Health and Wellness Assessment on an annual basis. If the assessment is not completed the cost will increase to $40 per pay period.

Effective July 1, 2001, pursuant to the City's Insurance Opt Out Program, employees may elect to opt out of the City's group health insurance coverage and receive compensation equal to 50% of the monthly premium. This amount will vary depending on coverage (single, 2-person or family) to a maximum of $600 per month, either as taxable income or to be deposited into the employee's deferred compensation account.

Retiree Health Insurance

Any employee working at least ten continuous years of 160 hours per month on a regular schedule throughout the year for the City of Norton Shores may be eligible for retiree health benefits. Eligibility will be based in part on obtaining, from the City of Norton Shores, the required age and years of continuous credited service under the MERS pension plan. (See schedule of minimum requirements in Section IV-Retirement.) For example: Age 55 with 15 years of continuous service or age 60 with 10 years of continuous service.

Such retirement benefits include hospitalization insurance coverage for the employee and eligible dependents, if elected. Retiree health insurance for MPTC employees hired prior to July 1, 2011 will consist of the same coverage as active full-time employees at the expense of the employer with the exception of any contributions and co-pays required of active full-time employees, until he/she reaches the age of 65. The retiree will then receive the Medicare Advantage program.

For MPTC employees hired after July 1, 2011, the City shall contribute $15 for each year of service to health insurance coverage upon the employee's retirement under MERS to a maximum of $600 toward the monthly premium. No health insurance coverage will be provided for the retiree's spouse and/or dependents.

Dental/Optical Insurance

The City provides a group dental insurance program. The premium for such group dental insurance coverage, including employees and eligible family dependents, if elected, shall be paid by the City.

The City provides a group optical insurance program. The premium for such group optical insurance coverage, including eligible employees and eligible family dependents, if elected, shall be paid by the City. Effective July 1, 2003, the City will, upon documentation, reimburse MPTC employees and their eligible dependants up to $75 every other year for eyeglass frames, lenses or contact lenses not reimbursed by their BC/BS vision coverage. Documentation must be presented to the Finance Director for processing.

Retiree Dental/Optical Insurance

Retirees may elect to continue the combined dental and optical insurance coverage upon retirement for the employee and eligible dependents, if elected. The premium for this coverage must be paid by the employee through auto-pay withdrawn from the employee's savings/checking account on the first day of each month. Coverage will be cancelled if payment is not received.

Long Term Disability Insurance

The City provides long-term disability insurance with the premium paid by the City. The employee's monthly benefit payable shall be 60% of salary or $3,000, whichever is the lesser amount, minus any policy reductions. There shall be a 90-day waiting period prior to collection of benefits.

Family and Medical Leave Act

Employees shall be eligible for benefits under the Family and Medical Leave Act pursuant to the City of Norton Shores Unpaid Family and Medical Leave Policy.

Change of Carriers and Benefits

The City shall have the right with respect to the group health insurance, term life insurance, dental and optical insurance programs, the long term disability insurance program, and any other programs and benefit policies to change insurance carriers or benefit levels when deemed necessary.

Insurance Continuation

In the event that an employee who had been eligible to participate in one (1) or more of the City's insurance programs ceases to be actively employed by the City and thereby ceases to be eligible for participation in any City group insurance program (except to the extent specifically provided above for the continuation of certain retired employees in the City's group health insurance program), the ability of any such employee to continue in any City group insurance program shall be governed by the requirements of United States Public Law 99-272, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), or any successor statute, to the extent Public Law 99-272 or any successor statute is applicable to the City.

SECTION IV
RETIREMENT

The City provides a defined-benefit pension and defined-contribution plan administered by the Municipal Employees Retirement System (MERS).

Employees hired full-time prior to July 1, 2010 will contribute 3% and receive the following pension program:

Benefit B-4 (2.5%)	F55 (with 15 years of continuous service with the City of Norton Shores)
10 Year Vesting	FAC-3 (3-year Final Average Compensation) FAC shall exclude car allowance

Employees hired full-time after July 1, 2010 will contribute 3% and receive the following pension program:

Benefit B-3 (2.25%)	F60 (with 10 years of continuous service with the City of Norton Shores)
10 Year Vesting	FAC-5 (5-year Final Average Compensation)

Employees hired full-time after March 21, 2017 will receive a defined-contribution plan administered by MERS as specified in the Adoption Agreement for MPTC employees.

Effective December 1, 2014, the position of Police Chief shall receive the MERS F55/15 waiver.

SECTION V
DEFERRED COMPENSATION

The City offers deferred compensation plans authorized under Section 457 of the IRS Code.

SECTION VI
VACATION LEAVE

Employees begin earning paid vacation time upon the first day of employment. Vacation time is accrued over time and computed based on the number of hours for which an employee is paid. MPTC employees are eligible for vacation leave according to the following schedule:

Years of Service	Days
Less than seven (7)	10
Seven (7), but less than fourteen (14)	15
Fourteen (14) and over	20

All vacation leave schedules must be approved by the department head and filed with the Finance Director. Vacation leave shall be charged as used in amounts of not less than one-half day. Two (2) weeks of vacation may be carried over for one (1) year if approved in advance by the department head and the City Administrator. Accrued but unused vacation shall be paid upon termination. Under normal circumstances, no employee may take a vacation longer than three (3) consecutive weeks, unless approved by the department head and City Administrator.

SECTION VII
LONGEVITY

Full-time employees who have performed continuous service for the required number of years shall be eligible to begin accruing longevity pay at the beginning of the payroll period in which the required number of years has been completed. MPTC employees hired prior to July 1, 2000 are eligible for longevity according to the following schedule:

Years of Service	% of Base Salary
After 5 years	2.5%
After 11 years	5.0%
After 17 years	7.5%
After 23 years	10.0%

Employees hired after July 1, 2000 shall be placed on the following longevity scale:

Years of Service	Dollar Amount
After 5 years	$ 250
After 11 years	500
After 17 years	750
After 23 years	1,000

Effective July 1, 2001, longevity payments shall not exceed $7,000 annually.

SECTION VIII
BEREAVEMENT

Employees are eligible for paid leave of four (4) work days in the event of the death of a member of the immediate family (spouse, child, step-child, parent, step-parent); three (3) work days for family (brother, sister, step-brother, step-sister, grandparent, grandchild, mother- or father-in-law, son- or daughter-in-law and any other relative living in the same household; and one (1) work day for aunt, uncle, brother- or sister-in-law. All definitions are based on the employee's relationship to the deceased. This does not include the spouse's relatives.

SECTION IX
PERSONAL LEAVE

Employees are eligible for four (4) personal leave days per fiscal year.

SECTION X
PAID HOLIDAYS

All full-time employees shall be compensated one (1) day's pay for each recognized holiday, whether the employee works or not. The City of Norton Shores observes the following paid holidays:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

SECTION XI
OVERTIME

Department and division heads do not receive overtime compensation either in the form of pay or time off, unless approved in advance by the City Administrator. Provision is made for the granting of reasonable time off to department and division heads.

SECTION XII
SICK LEAVE

Sick leave is accrued at the rate of 1 day (8 hours) per month of service.

Annual Payout

Effective July 1, 2004, employees shall be paid 50% of accrued sick leave in excess of 170 days annually. Effective July 1, 2007 employees shall be paid 50% of accrued sick leave in excess of 160 days annually.

Payout Upon Retirement

Effective July 1, 2013, employees shall be paid 50% of unused sick leave in excess of 75 days upon retirement.

SECTION XIII
JURY DUTY

Leave with pay is granted employees serving jury duty. Any fees received by the employee for jury duty shall be returned to the City in consideration of leave with pay provisions.

SECTION XIV
MILITARY LEAVE

Unpaid leave shall be granted for the purpose of service in the armed forces.

SECTION XV
TUITION REIMBURSEMENT

Reimbursement for successful completion of job related courses shall be made in accordance with the City of Norton Shores Tuition Reimbursement Plan. Reimbursement of tuition up to $100 per credit hour will be paid to employees for successfully completing a course with an average grade of "C" or better. Courses must be approved in advance by the department head, personnel officer, and City Administrator by January 1st of each year. When the investment in an employee's tuition expenses reaches $200, the employee will be requested to remain in the employment of the City for six months for each additional $100 invested or to reimburse the City on a pro rata basis.