

CITY OF SOUTHFIELD
FULL-TIME MANAGEMENT EMPLOYEES BENEFITS SUMMARY
HIRED AFTER July 1, 2020

This is a Summary of Benefits only. For more detailed information contact the Human Resources Department.

Management employees are considered “at will” employees. This document summarizes current benefits. Specific provisions are stated in the documents from which this summary was prepared (which in all instances will be controlling). These benefits are subject to change at the sole discretion of the City.

MEDICAL INSURANCE Medical insurance (Blue Cross/Blue Shield Community Blue PPO) is provided for the employee, spouse and eligible dependents beginning the first day of the month following the date of hire. **Dependent children may be covered through the month they turn 26.** Employee pays a bi-weekly premium contribution as set by City Council resolution, consistent with state law.

MEDICAL OPT-OUT PROGRAM

Employees can waive coverage for employer provided medical benefits and receive an incentive bonus in lieu of coverage, provided the employee is covered by another qualifying plan. **Newly hired employees may enroll in the “Medical Opt-Out” program within 30 days of employment. Otherwise, employee may enroll during the Medical Opt-Out Open Enrollment in November (payment effective January 1).** Opt-Out payments are included in gross taxable wages.

MARRIED COUPLES - Married couples who both work for the City, or both retire from the City, or one spouse works for the City and one spouse is retired from the City; only one spouse will be eligible for a health, dental and vision insurance contract and may include the other spouse and eligible dependents. The other “working” spouse is then eligible for an Opt-Out payment. Opt-Out payments are included in gross taxable wages. (Opt-Out payments are not available to retirees.)

DENTAL AND VISION INSURANCE

Dental and Vision insurance is provided for employee, spouse and eligible dependents. Employee pays bi-weekly premium contribution.

TERM LIFE INSURANCE & AD&D (UNUM)

The City shall provide term life equal to one time the employee's annual salary with a maximum of \$50,000. The policy includes an accidental death and dismemberment rider with benefits the same as life.

MEMBERSHIPS AND DUES

Authorized memberships and dues to professional organizations will be considered a business expense and reimbursed by the City.

HOLIDAYS

Fifteen (15) paid holidays per year. Benefit begins the first day of employment.

PERSONAL BUSINESS DAYS

Management employees are granted three (3) personal business days per fiscal year (July 1 - June 30) following passage of probation. Personal Business Days may not be carried over from year to year.

MANAGEMENT COMP TIME

Management employees are not eligible for overtime payments but may bank up to 120 hours of compensatory time, earned on a “straight time” basis. Cash out is permitted, but such payments are not pensionable. *(Up to 120 hours a year)*

VACATION

Management employees are granted vacation leave in accordance with the following schedule following passage of probation.

<i>YEARS OF SERVICE</i>	<i>NUMBER OF WEEKS</i>
1 to 5 years service	2 weeks
5 to 15 years service	3 weeks
15+ years service	4 weeks

RESIDENCY INCENTIVE PROGRAM

Management employees who are Southfield residents as of January 1st receive 1.5% of their December 31st base pay in the form of deferred compensation. This bonus is paid in cash or deferred to requested 457 plan on the first pay period in February.

TUITION REIMBURSEMENT PROGRAM

Management employees may qualify for tuition reimbursement of seventy-five (75%) percent of the actual tuition and institution-required fees (excluding late fees) for each term in which they are entitled to tuition reimbursement. In addition, the City will reimburse 75% of the cost of books for each term. The maximum annual reimbursement is \$2,500 per fiscal year (July 1 to June 30) and in no case shall the reimbursement exceed the actual cost to the employee.

RETIREMENT PLAN

Management employees may participate in either a Defined Contribution retirement plan administered by ICMA-RC, or the City's Defined Benefit pension plan. The Defined Benefit plan (SERS) requires an employee contribution of 6% of compensation. The Defined Contribution plan provides for employee and employer contributions, with some employer match above the 3% minimum. The Defined Benefit plan consists of a 2% multiplier (*70% FAC Cap*), with a benefit available at age 65 with 10 years of credited service, as well as other age/years of service combinations. Details on these plans are available from the Human Resources Department. Upon retirement, Management employees receive a \$25,000 term life insurance policy.

DEFERRED COMPENSATION PROGRAM

A deferred compensation program, administered through T. Rowe Price or ICMA, offers a variety of mutual fund investment options. Employees may defer either 100% of their gross income or the annual allowable maximum, whichever is less. This program is available 30 days following the first day of employment and enrollment is coordinated through the Human Resources Benefit Department.

RETIREE HEALTH SAVINGS PLAN

Employee will contribute 2% of compensation to a Retiree Health Savings plan. The City will contribute \$100 per month to the plan. The employee will be vested in the employer contributions in accordance with the following schedule:

5 years of service:	50% vested
6 years of service:	75% vested
7 years of service:	100% vested

SEVERANCE PAYMENTS

Management Group employees who have passed probation are eligible for severance payment in accordance with the Management Group severance program.

VEHICLE PROGRAM

The Management Vehicle program is as determined from time to time by the City Council.

MISCELLANEOUS

Employee Assistant Program (EAP), Payroll Direct Deposit, Dependent Care Reimbursement Program (Child or Adult), and Beechwoods Employee Fitness Center.

Employee Paid Supplemental Benefits Available at group rates: Pre-Paid Legal Service, Term Life Insurance, Personal Cancer, Hospital, Personal Accident Indemnity Plan and Personal Disability Income Protector.