



# **EXTRA HELP EMPLOYEES BENEFITS SUMMARY**

**January 1, 2019**

The following is a brief summary of the benefits available to extra help employees of the City of Clovis. For more information on any of the benefits listed below, refer to the applicable plan or policy documents that are available through the Personnel/Risk Management Division at (559) 324-2725.

**1. PAID TIME OFF**

Extra Help employees who work an average of 20 hours or more per week for at least 5 consecutive years accrue Paid Time Off at the rate of 1.67 hours per pay period. The Paid Time Off is provided to allow employees paid time away from work to recharge their batteries, return with renewed vigor and a fresh perspective.

**2. PAID SICK LEAVE**

After 30 days of employment, extra help employees will begin to accrue 1 hour of sick leave for every 30 hours worked. Hours may accrue to a maximum of 48 hours or six (6) days and may be carried over from year to year. After 90 days of employment, the employee will be eligible to use their accrued sick leave hours. Sick leave hours may be used for the diagnosis, care, or treatment of an existing health condition or for preventative care for the employee or a family member (parent, child, spouse or registered domestic partner, parent-in-law, sibling, grandchild, or grandparent). Sick leave hours may also be used by an employee who is the victim of domestic violence, sexual assault, or stalking for the purposes of:

- Seeking medical attention for injuries cause by domestic violence or sexual assault.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault.
- To obtain psychological counseling related to an experience of domestic violence or sexual assault.
- To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Employees may be required by their department management to furnish a doctor's certificate or other proof of illness when absent for any period of time. Paid Sick Leave under this section, shall not apply to a retired annuitant.

**3. VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

As a victim of domestic violence, an employee has certain rights afforded by AB 2337. Those rights include the right to take time off for certain reasons related to the situation, a

right to reasonable accommodation for the employee's safety, and the right to be free from retaliation and discrimination. An employee who is a victim of domestic violence, sexual assault, or stalking should contact the Personnel office for more information.

**4. MILITARY LEAVE**

The City supports employees who serve in the military. Military Leave requests shall be administered in accordance with the provisions of applicable federal and state law. Employees on Military Orders for 30 or less days in a fiscal year will receive paid Military Leave for that period of service. Copies of the orders must be provided to the department. Employees may be on unpaid leave for any period of active duty over 30 calendar days in one fiscal year pursuant to state law. Employees that are on active military leave may be able to reinstate PERS credit for time missed while on an active leave. For more information, please contact the Personnel/Risk Management Division.

**5. MEDICAL and PRESCRIPTION INSURANCE**

Extra Help employees and their dependent children will be eligible for medical and prescription insurance after 60 days of employment under the Kaiser DHMO plan. Those employees who have been employed by the City for more than five (5) years and who have worked more than 20 hours a week for two (2) consecutive quarters will become eligible to enroll in any of the City's other health plans. Employees are responsible for paying the entire monthly premium at the beginning of the covered month. Premiums will not be deducted through payroll. Instead those enrolled will be billed through the Finance Department and will have to pay their premium through them.

**6. DISABILITY INSURANCE**

As of the date of hire, Extra Help employees are enrolled in the State Disability and Paid Family Leave Insurance program. Enrolled employees pay the required program premium contribution through payroll deduction.

**7. EMPLOYEE ASSISTANCE PROGRAM**

The Insight program is available to full-time City employees and household members to provide guidance, to promote wellness, and to help resolve personal issues that may be interfering with work or home life. Each employee or household member is entitled to three (3) free visits every six (6) months. Insight can be reached 24 hours a day at (559) 226-7437.

**8. RETIREMENT**

**a.** The City has contracted with the California Public Employees Retirement System (PERS) for employee retirement benefits. The benefits provided are based on the benefit formula, age at retirement, compensation and length of service in the system. Employees are classified as Miscellaneous or Safety for retirement purposes. The contract provisions also include 2% cost of living adjustment, the Level 4 1959 Survivor Benefit, and Credit for Unused Sick Leave on retirement.

**b. Employees hired before January 1, 2013 are classified by PERS as “Classic Employees” for retirement purposes. The following retirement formulas apply to PERS Classic Employees:**

<u>Misc.</u>	2.7% at 55 formula with 8% Employee contribution paid on a pre-tax basis.
<u>Safety</u>	3% at 50 formula with 9% Employee contribution paid on a pre-tax basis.

The PERS retirement benefit for Classic Employees will be based on the Employee’s highest 12 consecutive months of compensation.

**c. Employees hired after January 1, 2013 are classified as “New Employees” by PERS for retirement purposes. The following retirement formulas apply to PERS New Employees:**

<u>Misc.</u>	2.0% at 62 formula with 6.25% Employee contribution paid on a pre-tax basis.
<u>Safety</u>	2.7% at 57 formula with 11.25% Employee contribution paid on a pre-tax basis.

The PERS retirement benefit for New Employees is based on the Employee’s highest 36 consecutive months of compensation.

The employee contribution rate for new members may be subject to change. For example, the employee contributions may increase or decrease based on PERS funding requirements.

**d. Additional Employee Cost-Sharing of PERS Contributions**

All employees participate in PERS retirement benefit cost-sharing in the form of additional percentages of employee compensation paid toward the City’s PERS retirement costs as follows:

Miscellaneous Employees: 8.4%  
Safety Employees: 8.0%

**9. PRE-RETIREMENT DEATH BENEFITS**

**a.** The retirement contract with PERS includes a pre-retirement death benefit. If an employee is **not eligible to retire** (i.e., has not attained age 50 and at least five (5) years of PERS service credit) the employee’s beneficiary will receive the Basic Death Benefit which is a refund of the employee’s contributions plus interest and up to six (6) months’ pay. In addition the beneficiary will receive the 1959 Survivor Benefit which provides a monthly allowance based on the number of eligible survivors.

**b.** Beneficiaries of employees who **are eligible to retire**, may elect to receive the same benefit as noted above or the 1957 Survivor Benefit which provides a monthly allowance

equal to one half of what the highest service retirement allowance would have been had the employee retired on the date of their death. In lieu of either of these benefits an eligible survivor may receive the Pre-Retirement Option 2W Death Benefit. It provides a monthly benefit to the eligible survivor equal to the amount the employee would have received had the employee retired on the date of their death and elected Optional Settlement 2W.

c. When the death of a safety employee who is **not eligible to retire** is determined to be **job related** the beneficiaries may receive the Special Death Benefit which provides a monthly allowance equal to one half of final compensation. If the cause of death is some external violence or physical force while on the job, and there are eligible children in addition to a spouse or registered domestic partner, the allowance may be increased to 75 percent. The beneficiary may elect to receive the Basic Death Benefit and the 1959 Survivor Benefit in place of the Special Death Benefit.

d. When the death of a safety employee who is **eligible to retire** is determined to be **job related** the beneficiaries may receive the Special Death Benefit which provides a monthly allowance equal to one half of final compensation. If the cause of death is some external violence or physical force while on the job, and there are eligible children in addition to a spouse or registered domestic partner, the allowance may be increased to 100 percent. The beneficiary may elect to receive the Basic Death Benefit and the 1959 Survivor Benefit in place of the Special Death Benefit.

**10. SOCIAL SECURITY/MEDICARE**

The City of Clovis does not participate in Social Security, except as required for Medicare for employees hired after April 30, 1986.

**11. PAY DATE AND PAY RATE**

There are two (2) pay days per month. They are the 1<sup>st</sup> and 16<sup>th</sup> unless those dates occur on a Saturday, Sunday or City observed holiday. The regular hourly pay rate for an employee is based on the rate indicated on their latest personnel action form.

**12. WORK SCHEDULE AND WORK WEEK**

The workweek for all employees shall be 168 regularly recurring hours. For employees working the 5/40 or 4/10 work schedule, the workweek shall begin on Sunday at 12:00 a.m. and end at 11:59 the following Saturday. For employees working the 9/80 work schedule, each employee's designated FLSA workweek (168) hours in length) shall begin exactly four hours after the start time of their eight hour shift on the day of the week that corresponds with the employee's alternating regular day off. Work schedules and work weeks for safety personnel are designated in their respective MOU's.

**13. UNIFORMS**

The City shall provide uniforms to all employees who are required to wear uniforms. The City shall determine the uniform design and composition. Employees are responsible for maintaining their uniforms in a reasonable manner, ensuring a clean and professional

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appearance. The uniforms are the property of the City and will be returned to the City upon separation from employment.