



EXTRA HELP EMPLOYEES BENEFITS SUMMARY

October 16, 2023

The following is a brief summary of the benefits available to extra help employees of the City of Clovis, unless specified in a MOU. This document is prepared as a summary of approved benefits for reference purposes only, and nothing in the summary is intended to confer any benefits that have not been approved, or that are inconsistent with approved benefits. 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. Upon separation, the employee may cash out the balance of their Paid Time Off at their current hourly rate.

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, grandparent, or designated person). 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 due to ADA regulations. Paid Sick Leave under this section, shall not apply to a retired annuitant. Sick leave is not available to cash out upon separation and has no cash value.

3. BEREAVEMENT LEAVE

Part-time employees who have worked for the City at least 30 days will have five days unpaid bereavement leave based on their part-time schedule. Employees working a variable part-time schedule are entitled to a total of five days of leave based on when they would normally be scheduled to work. The five unpaid days do not need to be consecutive, but they must be taken within three months of the death of their family member.

4. 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.

5. MILITARY LEAVE

a. Military leave shall be granted in accordance with the provisions of federal and state law. All employees entitled to military leave shall give the City Manager and/or the City Manager's authorized agent an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

b. Employees shall be paid their regular hourly rate for the first 30 days of active duty within a fiscal year. Starting on the 31st day of active duty, employees will receive the difference between their military base pay and their City of Clovis pay. Military orders and wage statements will be required. See the Leave Guide for more details.

6. MEDICAL, DENTAL, VISION, and PRESCRIPTION INSURANCE

Extra Help employees who average 30-hours per week or more will be eligible for City health insurance after one year of employment. The one-year look-back period will be one year from the hire date for the first year of employment, then will move to the annual look-back period of November 1 through October 31 for every year thereafter. Only extra help employees who average 30-hours a week for the year look-back are eligible for City paid benefits. If the employee is determined to be eligible, benefits would be effective 60 days following the look-back period, and the benefits offered are for the employee only, no family or child coverage is included. Each year, Personnel will notify eligible employees who will then have 30 days to either sign-up for coverage, opt out of coverage, or opt to receive a cash-in-lieu benefit of \$420 per month by submitting a Request for Health Insurance Waiver form and providing evidence of being covered on another health plan.

Employees who have exhausted their FMLA/CFRA rights and are on an unpaid leave of absence, or do not have sufficient wages to cover their health insurance deduction, are eligible to continue their health insurance coverage for a period of up to 3 (three) months by paying the health insurance premium directly to the Finance department. After the 3 (three) month period, employees must enroll in COBRA to continue health insurance coverage.

7. DISABILITY INSURANCE

As of the date of hire, Extra Help employees begin paying into State Disability Insurance and the Paid Family Leave program. Enrolled employees pay the required program premium contribution through a payroll deduction.

8. EMPLOYEE ASSISTANCE PROGRAM

The Insight program is available to 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.

9. 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 and the Level 4 1959 Survivor Benefit.

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:

Misc. 2.7% at 55 formula with 8% Employee contribution paid on a pre-tax basis.

Safety 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:

Misc. 2.0% at 62 formula with 7.50% Employee contribution paid on a pre-tax basis.

Safety 2.7% at 57 formula with 13.25% 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%

10. 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.

11. 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.

12. PAY DATE AND PAY RATE

There are two (2) pay days per month. They are the 1st and 16th 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.

13. 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.

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