

**RESOLUTION NO. 2013-130**

**A RESOLUTION AMENDING SECTION 14.65 EMPLOYEE EXEMPT FROM OVERTIME AND SECTION 14.100 EMPLOYEE BENEFITS OF THE CITY OF WAYNE PERSONNEL MANUAL.**

WHEREAS, the City of Wayne Personnel Manual was adopted by Resolution No. 88-31 on September 13, 1988; and

WHEREAS, under Section 14.65 and 14.100 of the Manual, there is a need to revise said sections.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska as follows:

1. Amendments to the Personnel Manual relating to employee benefits, as set out in the attached Exhibit "A", are hereby approved.
2. The effective date of the amendments set out in Exhibit "A" shall be 3<sup>rd</sup> day of December, 2013.

PASSED AND APPROVED this 3<sup>rd</sup> day of December, 2013.

THE CITY OF WAYNE, NEBRASKA,

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Exhibit "A"**  
**Amendments to Personnel Policy Manual**  
**Resolution No. 2013-130**

**Sec. 14.65. Employee Exempt from Overtime (Amended by Res. 2007-99, 11/20/07)**

The following employee position classifications are exempt from overtime:

<u>POSITION CLASSIFICATION</u>	<u>CATEGORY OF EXEMPTION</u>
City Administrator	Executive
City Clerk	Executive
<del>City Treasurer</del> <b>Finance Director</b>	Executive
<del>Chief Inspector/Planner</del>	Executive
Chief of Police	Executive
<del>Coordinator of Senior Citizens Center</del> <b>Sr. Citizens Center Coordinator</b>	Executive
<del>Director of Recreation Leisure Services</del> <b>Recreation Services Director</b>	Executive
<del>Librarian</del> <b>Library Director</b>	Executive
<del>Police Lieutenant</del>	Executive
Superintendent of Electric Production	Executive
Superintendent of Public Works and Utilities	Executive

**Sec. 14.100. Employee Benefits. (Amended by Res. 2008-50, 6/3/08).**

In order to remain a competitive and equitable employer and to comply with applicable laws, the City offers a total compensation plan consisting not only of pay but also of substantial employee benefits. The Personnel Officer shall make information available concerning current benefits, some of which may be provided at an employee's option, in whole or in part at his or her expense, and /or only to certain categories of employees. It is the responsibility of the employee to notify the personnel office and the plan administrators of changes in the employee status, change in beneficiaries, marriage, additions to households, etc.

The following are the principal employee benefits which are offered prorata on the basis of a 40 hour week to all regular, full-time employees ~~hired to work 35 hours or more a week~~ after completing necessary waiting periods:

(a) Health and Major Medical Insurance:

PPO program with a maximum major medical expense benefit of \$2,000,000. Deductibles are ~~\$350~~ **\$1,000** for single and ~~\$700~~ **\$2,000** for family coverage in the PPO. The employer is self-insuring (80/20) a ~~\$5,000~~ **\$3,200** deductible for single and a ~~\$10,000~~ **\$6,400** deductible for family after meeting either one or two ~~\$350~~ **\$1,000** deductibles. An eligible employee qualifies on the first day of the month following 30 days of continuous employment. The City pays 97.5% of the premium for single employee; 90% for family coverage. The employee pays 2.5% of the premium for single coverage; 10% for family coverage.

As an incentive for the employee and family to reduce the deductible to **\$500** for single and **\$1,000** for family coverage in the PPO, the following must be met:

- Employee must be a non-tobacco user. The City reserves the right to verify this by nicotine blood test; and
- Employee and spouse must have annual physical as provided in the plan.

The Employer will self-insure vision benefits as follows:

Vision:           \$10 co-pay per exam  
                      30% discount for eyeglasses at member facilities  
                      15% discount for contacts  
  
                      \$100 for Safety Glasses

~~Any permanent part-time employee working 30 hours or more per week is eligible to participate in the health insurance plan by having 100% of the premium deducted through payroll deduction on a bi-weekly basis.~~

(b) Life Insurance:

The City pays for group life insurance. The amount of insurance generally equals one times (1x) annual salary to the next highest \$1,000.

(c) Disability Insurance:

A tailored program of coverage paid by the City for short term disability for up to 52 weeks of weekly benefit starting after a 30 day period, and long term disability with a monthly benefit starting after twelve months of short term disability. The plan generally pays employees 60% of their gross pay subject to certain maximums for qualifying conditions.

(d) Retirement:

The City of Wayne provides a deferred compensation retirement savings plan to eligible employees and a 401(a) Money Purchase Plan. An eligible full-time employee may participate in the retirement plan from their date of hire. However, the City will start contributions after one (1) year of employment and upon finishing probationary period for eligible employees. At that time, the employee must contribute 1% of their annual wage but not more than 19%. The City will contribute 6% of their annual base salary to the 401(a) Money Purchase Plan.

An eligible regular part-time employee working 30 or more hours per week may participate with unmatched contributions in the retirement plan from their date of hire.

According to State Statute and Civil Service requirements, sworn police officers receive pension ~~benefits~~ **contributions from the City** immediately at a rate of ~~6%~~ **6.5%** employee, ~~6%~~ **6.5%** employer. The deferred compensation retirement savings

plan may be used by sworn police officers, as well; however, the City will not match any employee contributions. The sworn police officers shall be fully vested in the retirement plan upon completion of seven years of employment with the City.

(e) Flexible Employee Benefit Plan:

The Flex Plus Plan was developed to allow eligible employees to use before-tax earnings to purchase benefits under the Plan; examples of flexible spending account benefits include child care, unreimbursed medical expenses, health and accident insurance premium, etc.; Federal, State and Social Security taxes do not apply to these benefits.

An employee may participate in the Plan as of the first day of the month after completing the first day of employment. Prior to the date of being eligible to participate in the Plan, an employee is required to fill out an election form.

(f) Paid holidays, personal days, and leave for vacation, illness or other designated purposes.

**(g) Educational Scholarships for Full-Time Employees**

**Providing that scholarship funds for this program are budgeted and available, any employee regularly scheduled to work 40 hours per week or more is eligible to apply for up to \$150 in scholarship funds per calendar year for tuition and/or books for an approved trade or educational course related to his or her job description at an approved two or four-year degree institution. The course, the educational institution, and the application must be pre-approved by the department head.**