

RESOLUTION NO. 2015-25

A RESOLUTION AMENDING SECTION 9.100 UNIFORM ALLOWANCE; SECTION 14.80 ON-CALL TIME; 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 9.100 of the Manual, there is a need to revise the uniform allowance furnished to employees; and

WHEREAS, under Section 14.80 of the Manual, there is a need to revise the On-Call Amount; and

WHEREAS, under Section 14.100 of the Manual, there is a need to revise the Employee Benefits.

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 March 3, 2015.

PASSED AND APPROVED this 3rd day of March, 2015.

THE CITY OF WAYNE, NEBRASKA,

By _____
Mayor

ATTEST:

City Clerk

Exhibit "A"
Amendments to Personnel Policy Manual

Sec. 9.100. Uniform Allowance. (Last Amended by Res. 2009-102, 10/20/09)

The following items of clothing will be furnished by the City of Wayne for full-time regular sworn officers of the Police Department: all necessary uniform needs except shoes, socks, and underwear. Cleaning will be provided for Police uniforms. The other departments' uniforms will be provided by the City. The initial uniform issue and subsequent uniform purchases for replacement will be established by administrative directive. All employees shall wear their uniforms while on duty.

Purpose: To implement the amendment to Section 9.100 Uniform Allowance of the Personnel Manual which stipulates that uniforms for all departments will be provided by the City, where previously the City furnished necessary uniforms for police officers and shared the cost of uniforms for other departments.

Applicability: This administrative directive shall be applicable to the following eligible employees:

1. Full-time regular sworn officers of the Police Department;
2. Full-time regular status employees hired to work 30 or more hours per week who have successfully completed probation;
3. Regular status handi-van drivers who have successfully completed probation; and
4. Regular status library personnel at the discretion of the Library Board.

Uniform Allowances and Requirements: Eligible employees by department/division or general classification shall be subject to the following uniform allowances and requirements:

1. All uniforms, except for shoes, socks, and underwear, shall be furnished to personnel hired as sworn officers of the Police Department as determined necessary by the Police Chief with approval of the City Administrator. Cleaning will be provided for officer uniforms by the City.
2. Uniforms, as provided below, shall be provided by the City on an "as needed basis" for employees of other departments/divisions who work outdoors year round (e.g. Custodian, Building Inspector, Electric Production, Electric Distribution, Water/Wastewater, and Public Works).
 - a. Shirts, Pants and Jacket (maximum City cost ~~\$250~~ **\$300** per employee per year)
 - b. One (1) insulated or non-insulated coverall (maximum City cost \$100)
 - c. One (1) pair of steel-toed shoes (maximum City cost \$150 per year)
3. Shirts/Blouses/Slacks at a maximum City cost of ~~\$240~~ **\$300** per employee shall be provided by the City for the Administration Department.
4. Four (4) shirts or blouses shall be provided by the City for employees of other departments/divisions (e.g. Dispatch, Recreation-Leisure Services, Senior Center, Handi-Van Drivers, and Library Personnel).
4. Two pairs of slacks/pants shall be provided by the City for police dispatchers (maximum City cost \$60 per year).
5. The "City of Wayne" or department emblem and employee name shall be attached to the front of all shirts, jackets, and coveralls which are provided by the City.

6. Department/division heads shall have the following responsibilities:
 - a. Selecting the color and type of uniform for their respective eligible employees.
 - b. Maintaining an accurate accounting of uniforms provided to eligible employees.
 - c. Authorizing the release of a final paycheck to an employee who has resigned, retired, or been terminated only upon verifying the employee's return of the uniform(s) that were provided by the City in the year of employment separation.
 - d. Approving uniform(s) replacement on an "as needed basis" throughout the year. Uniform replacement shall not exceed the initial issue to an employee in any year; provided that coveralls/overalls shall not be replaced more often than every two (2) years. Replacement should be considered when a uniform is grossly stained, torn beyond reasonable repair, generally worn out, or excessively faded.
 - e. Approving request for employee reimbursement of initial issue and replacement of uniforms, and forwarding request for reimbursement form to the City Clerk for final processing and payment.
 - f. Requiring employees to whom uniforms have been provided by the City to wear the uniform as a general operating standard.
7. Reference herein to the term "year" shall mean fiscal year.

Sec. 14.80. On-Call Time. (Last Amended by Res. 2008-98 11/4/08).

The employees of the City of Wayne, excluding the Police Department, when they are "on call", are not required to be on the City premises. The City allows the employees to leave telephone numbers or use the City paging system, where said worker may be reached while said worker is "on call", and said employee is not restricted in any manner whatsoever, other than being available for "on call", if called or paged by the City. An employee who is "on call" with the City shall be paid the sum per hour as herein provided for the period that said employee is "on call". Further, any time an employee is called to work by the City while the employee is "on call", the employee shall be credited with a minimum of one hour for each period that said employee is called to work, even though the actual work period is less than one hour. Any work period in excess of the one hour minimum, shall be credited by the actual time. The "on-call" sum to be paid per hour commencing the first full payroll period of November will be ~~\$1.00~~ **.75**.

Sec. 14.100. Employee Benefits. (Amended by Res. 2014-103, 12/2/14).

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 after completing necessary waiting periods:

- (a) Health and Major Medical Insurance:

PPO program with no limit for maximum major medical expenses.

2015: Deductibles will be \$1,500 for single and \$3,000 for family coverage in the PPO. The employer is self-insuring (80/20) a **\$6,350** deductible for single and a **\$12,700** deductible for family after meeting either one or two deductibles. An eligible employee qualifies on the first day of the month following 30 days of continuous employment. The City pays 90% of the premium for single employee and 80% for family coverage. The employee pays 10% of the premium for single coverage and 20% for family coverage.

As an incentive for the employee and family to reduce the deductible to \$1,000 for single and \$2,000 for family coverage in the PPO, the following must be met:

- Employee and spouse 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 physicals as provided in the plan.

The Employer will self-insure vision benefits as follows:

Vision: \$10 co-pay per exam
 50% ~~30%~~ discount for eyeglasses at member facilities
 25% ~~15%~~ discount for contacts

 \$100 for Safety Glasses

(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 contributions from the City immediately at a rate of 6.5% employee, 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.

Increasing the employee's percentage of the health insurance premium as well as deductibles in 2015 and 2016. (Employee from 2.5% to 10% in 2015 and then to 20% in 2016; Family from 10% to 20% in 2015 and then to 30% in 2016; with deductibles being \$1000 single/\$2000 family in 2015 and \$1500 single/\$3000 family in 2016).