

RESOLUTION NO. 2025-56

A RESOLUTION AMENDING SECTION 13.11 EMPLOYEE BENEFITS AND SECTION 17.5 AUTHORIZATION REQUIRED OF THE CITY OF WAYNE PERSONNEL MANUAL.

WHEREAS, the City of Wayne Personnel Manual was adopted by Resolution No. 2021-14 on March 2, 2021; and

WHEREAS, under Section 13.11 of the Manual, there is a need to revise the Employee Benefits to amend the amount that sworn police officers receive for pension contributions from the City; and

WHEREAS, under Section 17.5 of the Manual, there is a need to revise/increase the purchase order amount before the City Administrator has to approve.

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 and authorization required, 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 October 1, 2025.

PASSED AND APPROVED this 15th day of September, 2025.

THE CITY OF WAYNE, NEBRASKA,

By _____
Mayor

ATTEST:

City Clerk

EXHIBIT "A"

Sec. 13.11 Employee Benefits (Amended 9/15/25 - Res. 2025-55)

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.

Deductibles will be \$2,000 for single and \$4,000 for family coverage in the PPO. The employer is self-insuring (80/20) a high deductible plan for single and 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 will pay 80% of the premium for single employee and 70% for family coverage. The employee will pay 20% of the premium for single coverage and 30% for family coverage.

As an incentive for the employee and family to reduce the deductible to \$1,500 for single and \$3,000 for family coverage paid for by the City, 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 physical as provided in the plan.

As an additional incentive for the employee and family to reduce the portion of the premium they pay bi-weekly for single and family coverage, 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 (credit of 7.5% employee and 7.5% spouse – total 15%); and
- Employee and spouse must have annual physicals as provided in the plan (credit of 7.5% employee and 7.5% spouse – total 15%).

The City will pay for any portion of the annual physical that is not covered 100% by the health insurance provider.

Pre-op physicals do not count as having an annual physical.

The Employer will self-insure vision benefits as follows:

Vision: \$10 co-pay per exam
 50% discount for eyeglasses
 50% discount for contacts
 \$100 for Safety Glasses

(b) COBRA:

If an employee or family member elects to go on COBRA under the City's group health insurance plan, the plan benefits will be the same as those of the original policy, not those benefits which the City provides by self-funding the policy.

(c) 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.

(d) 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.

(e) 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. The City will contribute/match up to 7% of their annual base salary to the 401(a) Money Purchase Plan.

General Employees: This plan requires the following contributions;

| Employees gross compensation | City Match |
|-------------------------------------|-------------------|
| 1% | 1% |
| 2% | 2% |
| 3% | 3% |
| 4% | 4% |
| 5% | 5% |
| 6% | 6% |
| 7% | 7% |

A participant may contribute up to 100% of their pay until they reach the annual maximum which is \$19,000. (\$25,000 if age 50 or over, and \$38,000 if the participant is utilizing the Pre-Retirement Catch-Up provision)

*The employer and employee contributions count towards the annual maximum.

An eligible regular part-time employee working 29 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 ~~7%~~ 9% employee, ~~7%~~ 9% employer, **effective October 1, 2025**. The deferred compensation retirement savings plan may be used by sworn police officers, as well; however, the City will not match any employee contributions.

(f) 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.

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

Benefits available to regular status employees hired to work 29 hours per week, only, include prorated vacation, sick leave, holidays, and personal leave.

Benefits available to all employees:

- Worker's Compensation
- Social Security

More pertinent information regarding paid holidays, personal days, vacation, and sick leave and other leave are included elsewhere in this manual. Any questions not answered in the manual with regard to benefits should be directed to the Personnel Officer.

(h) 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.

(i) Membership in the Nebraska Energy Credit Union

(j) Single membership at Community Activity Center

(k) Cell Phone Stipend

All full-time and permanent part-time employees shall be provided a monthly cell phone

stipend.

Full-time employees shall receive \$50 per month.

Regular part-time employees working 29 hours or more per week shall receive \$25 per month.

Sec. 17.5 Authorization Required

All purchase orders shall be signed in the appropriate space by the initiating department head (lower left corner). It shall then be transmitted to the City for processing. Approval will be indicated on the purchase order by the City Administrator or his authorized personal representative. After approval of the City Administrator, the purchase order will be issued. The orders will be processed daily, and the appropriate copies returned to the initiating department heads.

The City Administrator will normally approve or disapprove all purchase orders involving total cost of ~~\$1,500~~ **2,000** or more, or involving any capital improvement or improvements. The authorized representative of the City Administrator may normally approve or disapprove all other purchase orders.