

## City of Eugene – Basic Benefits Package

### Non-Represented Employees

See *Administrative Policy Manual (APM)*, *Employee Benefits Handbooks*, and *Employee Benefits Website* ([www.eugene-or.gov/employeebenefits](http://www.eugene-or.gov/employeebenefits)) for more information

#### CITY PROVIDED BENEFITS

BENEFIT	DESCRIPTION
<p><b>Health Insurance</b></p> <p><i>Medical, vision, and pharmacy coverage is administered by PacificSource Health Plans <a href="http://www.pacificsource.com">www.pacificsource.com</a>.</i></p> <p><i>Dental coverage administered by Delta Dental of Oregon (a Moda Health affiliated company) <a href="http://www.modahealth.com">www.modahealth.com</a>.</i></p>	<p><b>Medical:</b> Employees may choose between three self-insured medical plans. See the <i>Comparison of Benefits</i> for a detailed comparison of the medical plan coverage.</p> <ul style="list-style-type: none"> <li>• City Health Plan</li> <li>• City Managed Care Plan</li> <li>• City Hybrid Plan</li> </ul> <p>While in the service area, you must use a PacificSource network provider or hospital to receive the highest benefit level.</p> <p><b>Vision:</b> Coverage is provided for all employees covered under a City medical plan.</p> <p><b>Dental:</b> Coverage is provided for all employees covered under a City medical plan.</p> <ul style="list-style-type: none"> <li>• Annual Benefit Maximum - \$1500</li> </ul> <p>Full time Non-Represented employees pay 8% of the premium on the City Health Plan or the City Managed Care Plan and 4% of the premium on the City Hybrid Plan. Please see the appropriate <i>Comparison of Benefits</i> for Part-time employee deductions. Non-Represented employees may opt-out of City provided coverage with proof of other insurance.</p>
<p><b>Basic Life Insurance and Accidental Death &amp; Dismemberment (AD&amp;D)</b></p>	<p>Coverage is provided through Standard Insurance Company. There is no cost to the employee; City of Eugene pays the entire premium.</p> <ul style="list-style-type: none"> <li>• Life Insurance: 1 x Annual Scheduled Salary, rounded to the nearest \$1,000, up to a maximum of \$250,000.</li> <li>• AD&amp;D: 1 x Annual Scheduled Salary, rounded to the nearest \$1,000, up to a maximum of \$250,000.</li> </ul> <p>The <a href="http://www.eugene-or.gov/703/Life-Insurance">Life Insurance Certificate</a> is available online at <a href="http://www.eugene-or.gov/703/Life-Insurance">www.eugene-or.gov/703/Life-Insurance</a></p>
<p><b>Long Term Disability Insurance (LTD)</b></p>	<p>Coverage is provided through Standard Insurance Company. There is no cost to the employee; City of Eugene pays the entire premium.</p> <p>LTD is provided for regular Non-Represented employees who are regularly scheduled to work at least 20 hours per week. If you qualify for long term disability benefits you will receive 60% of your basic monthly earnings to a monthly maximum of \$9,600 per month. The Maximum Benefit Period depends on your age at disability.</p> <p>The <a href="https://eugene-or.gov/703/Life-Insurance">LTD Certificate – Non-Rep</a> is available online at <a href="https://eugene-or.gov/703/Life-Insurance">https://eugene-or.gov/703/Life-Insurance</a></p>
<p><b>Retirement</b></p>	<ul style="list-style-type: none"> <li>• Oregon Public Employee’s Retirement System (PERS)</li> <li>• Oregon Public Service Retirement Plan (OPSRP)</li> <li>• City of Eugene pays both the employee contribution (6% of salary) and the employer contribution to the retirement programs for both PERS and OPSRP members.</li> </ul> <p>Employees hired on or after 8/29/2003 become part of OPSRP (after working for the City for a 6-month waiting period in a position requiring 600 hours in a calendar year), unless membership was previously established in PERS.</p> <p>For more information visit the PERS website: <a href="http://oregon.gov/PERS">http://oregon.gov/PERS</a></p>
<p><b>Employee Assistance Program (EAP)</b></p>	<p>The City offers two EAPS that provide confidential counseling services to assist insurance eligible employees, their immediate family members, and members of the employee’s household. There is no cost to the member for up to 4 visits per problem per year. Services are provided through Cascade Behavioral Health &amp; EAP, and/or MTR Therapy, who specializes in supporting those who identify as BIPOC and/or LGBTQIA+, and their allies. More information is available online at <a href="https://eugene-or.gov/1140/Employee-Assistance-Program">https://eugene-or.gov/1140/Employee-Assistance-Program</a>.</p>
<p><b>Personal Time Off (PTO)</b> <i>(BLS employees only)</i></p>	<p>Full-time Basic Life Support (BLS) employees accrue 96 hours of Personal Time Off (PTO) per year in lieu of Holidays, Vacation, and Sick Leave.</p>
<p><b>Holidays</b></p>	<p>There are 11 paid holidays per calendar year: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and the Friday after Thanksgiving, Christmas Day. See <i>APM 10.1</i> for more information.</p>

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<b>Vacation</b>	<p>Vacation accrual is based upon years of service. Employees are not eligible to use vacation accruals until they have completed 6 months of continuous service.</p> <p>The accrual rates (based upon a full-time employee's hours) are as follows:</p> <ul style="list-style-type: none"> <li>• Less than 2 years = Accrue 3.692 hours/pay period</li> <li>• 2 but less than 5 years = Accrue 4.308 hours/pay period</li> <li>• 5 but less than 10 years = Accrue 5.231 hours/pay period</li> <li>• 10 but less than 15 years = Accrue 6.154 hours/pay period</li> <li>• 15 but less than 19 years = Accrue 6.769 hours/pay period</li> <li>• 19 but less than 24 years = 7.385 hours/pay period</li> <li>• 24 years and over = 8.308 hours/pay period</li> <li>• Maximum accrual = 432 hours of vacation time</li> </ul> <p>See <i>APM 10.3</i> for Accruals for Police Sergeants and for more information. Accruals for regular part-time employees are pro-rated based on regular hours of work.</p>
<b>Management Vacation</b>	<p>In addition to the regular vacation benefit, most full-time employees who fill classifications exempt from the Fair Labor Standards Act (FLSA) are eligible for an in-lieu-of-overtime benefit of 7 days of management vacation. Part-time employees exempt from FLSA receive management vacation pro-rated to their regular scheduled hours. See <i>APM 10.4</i> for more information.</p>
<b>Sick Leave</b>	<p>Regular full-time employees accrue 96 hours of sick leave per year. Regular part-time employees accrue pro-rated sick leave based on regular hours of work. Non-Represented employees hired after January 1, 1980 can accrue a maximum of 960 hours of sick leave. See <i>APM 11.2</i> for more information.</p>
<b>Be Well Day (BWD)</b>	<p>The Be Well Day is given annually on a calendar year basis. Full or part-time Non-Represented employees will receive the day on a prorated basis reflected by FTE. At the end of each calendar year, employees who have not used the annual Be Well day will automatically receive the equivalent current FTE value contribution to their Deferred Compensation plan. You must be a Deferred Comp participant to receive this alternative benefit, or the remaining hours will be forfeited.</p>
<b>VOLUNTARY BENEFITS</b>	
<b>Flexible Spending Account (FSA) and Transportation Reimbursement Account (TRA)</b>	<p>Flexible Spending Accounts (FSA) and Transportation Reimbursement Accounts (TRA) allow you to have part of your salary withheld on a pre-tax basis to pay for certain dependent care, health care, and transportation expenses that you would normally pay for with after-tax dollars. This can mean a significant tax savings on qualified expenses. All regular full and part-time employees are eligible to participate in the FSA/TRA program.</p>
<b>Portable Term Life Insurance (PTL)</b>	<p>Optional supplemental Portable Term Life Insurance may be purchased by the employee or their spouse/domestic partner through Voya/ReliaStar Life Insurance Company. The premium is paid through a payroll deduction. New employees may apply for a Guaranteed Issue amount within 31 days of their date of hire without the need for a Proof of Good Health form. All other applications require completion of the Proof of Good Health form and underwriting by Voya/ReliaStar.</p>
<b>Deferred Compensation</b>	<p>All regular full-time and part-time employees can participate in the City's Deferred Compensation Plan. This voluntary supplemental retirement program allows you to have part of your salary withheld and invested for payment to you at retirement or termination.</p> <p>Non-Represented employees deferring at least 1% of their salary each pay period receive a 3% of salary Deferred Compensation Benefit (DCB) into their Pre-tax Deferred Compensation option with the City. You must defer at least 1% of your salary to be eligible to receive the City paid DCB.</p>
<b>Employee Health and Wellness Program</b>	<p>The COE promotes healthy lifestyles for all employees and their families. The following programs help support our employees through various stages of life:</p> <ul style="list-style-type: none"> <li>- Health/risk assessments, dietary analysis, lifestyle and fitness plans, health/wellness educational classes and programs</li> <li>- Employee exercise facilities (free use with orientation and ID card)</li> <li>- Smoking cessation program</li> <li>- Wellness Incentive Program</li> </ul>
<b>Training and Development Program</b>	<p><b>Coordinated Training Program:</b> In-house technical and non-technical training programs ranging from job specific to fundamental business to leadership skill techniques.</p> <p><b>Educational Aid:</b> Tuition reimbursement/educational assistance may be available.</p>