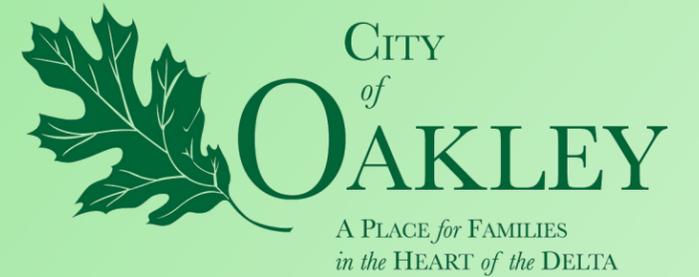


The 3P's of Public Service

POLITE means we are customer-friendly, courteous and tactful. We have a “CAN DO” attitude. We acknowledge people who have concerns and we listen and try to understand. We treat people fairly and how we would like to be treated. We are respectful and we are friendly. We never raise our voices or use unkind words or expressions.

PROFESSIONAL means we are trained and competent in our jobs. We seek to learn more about our jobs so we can perform better - we “sharpen the saw.” We take pride in the quality of our work and we don’t just seek to do our best, we always strive to do better. If we are not moving forward professionally then we are moving backward. “Every job is a self-portrait of the person who did it.”

PROGRESSIVE is that we are willing and anxious to find more creative and efficient ways of doing things. We don’t do things “the same way we have always done them.” We listen to suggestions from our supervisors, co-workers and members of the public. We take advantage of new technology and ideas. We have a vision and look to the future of how things can and should be. In fact, we dream of things that never have been and say, “Why not?”



EMPLOYEE BENEFITS

2015

The City of Oakley provides a competitive benefit plan for all eligible regular employees. Coverage is available for full-time regular and part-time regular employees that work *more* than an average of 19 hours per week. Part-time regular employees are eligible for a percentage of benefit coverage based on hours worked and employees can pay for the remaining percentage through biweekly payroll deductions. If you have any questions regarding this information, please contact Human Resources at (925) 625-7011, or via email hr@ci.oakley.ca.us.

Medical Insurance **Cal Choice**

The City of Oakley medical insurance premiums are paid by the City up to an amount approved by the City Council. Currently, this benefit amount is **\$1,235 per month**. If the employee has proof of medical coverage through other means, the City of Oakley provides the \$1,235 cash in lieu of benefits. Eligibility is the first day of the month following thirty days of employment. Part-time regular employees, who regularly work over 20 hours per week, receive a pro-rated share based on the percentage of a regular 40-hour work week. Please contact our Human Resources Department for more detailed information regarding plans available.

Dental Insurance **Delta Dental**

The City pays the full premium for the employee in addition to eligible dependents. Eligibility is the first day of the month following thirty days of employment. Part-time regular employees, who work at least 20 hours per week, receive a pro-rated share based on the percentage of a regular 40 hour work week. WEBSITE: <http://www.deltadentalins.com>

Vision Insurance..... **Vision Service Plan**

The City pays the full premium for the employee plus all eligible dependents. Eligibility is the first day of the month following thirty days of employment. Part-time regular employees, who work at least 20 hours per week, receive a pro-rated share based on the percentage of a regular 40 hour work week. WEBSITE: <http://www.vsp.com>

Flexible Spending Account (FSA) **Basic Pacific**

The FSA is offered pursuant to the provision of Section 125 of the Internal Revenue Code (IRC). The City offers an unreimbursed medical account where eligible employees can set-aside a maximum of \$2,500 annually through pre-tax payroll deductions for qualified medical expenses (i.e. medical, dental, vision co-payment, prescription copayments, etc.) In addition, the FSA also includes a dependent care option, where eligible employees can set aside a maximum of \$5,000 annually through pre-tax payroll deductions for qualified dependent care expenses.

Social Security: The City does not participate in Social Security, except for the required Medicare portion.

Retirement **CalPERS**

The City of Oakley participates in the California Public Employees Retirement Plan. CalPERS is administered in accordance with the Public Employees' Pension Reform Act of 2013 - "Classic" members have the 2% @ 60 plan and new members the 2% @ 62 plan. Public safety eligible employees are "new members" and have the 2.7% at 57 plan. Employees enrolled as "new members" plan pay the full employee contribution rate and the City pays the remainder. Employee retirement contributions are pre-tax payroll deduction under the provisions of Internal Revenue Code (IRC) 414(h)(2) so long as such provision remains available to the City. WEBSITE: <https://my.calpers.ca.gov/>

Life Insurance/AD&D **The Standard Insurance Company**

The City's benefit is a \$50,000 term life insurance policy and a \$50,000 accidental death and dismemberment policy for all full-time regular employees. Premiums are paid for in full by the City. WEBSITE: <http://www.standardinsurance.com>

Long Term Disability **The Standard Insurance Company**

The Long Term Disability Benefit is 66 2/3% of the first \$9,999 of your pre-disability earnings, reduced by Deductible Income. The maximum LTD Benefit is \$6,666 before reduction by Deductible Income. The minimum LTD Benefit is \$100. The Benefit Waiting Period is 90 days. Maximum Benefit Period is determined by your age when disability begins. WEBSITE: <http://www.standardinsurance.com>

Short Term Disability **CA State Disability Insurance Program**

The City participates in the California State Disability Insurance Program (SDI); there is a seven-day waiting period for disability caused by sickness or pregnancy. Benefits paid to employees under this individual policy are tax free and can be coordinated with accrued leave balances such as vacation or sick leave. Part-time regular employees, regularly working over 20 hours per week, qualify for the program. WEBSITE: http://www.edd.ca.gov/disability/disability_insurance.htm

Supplemental Insurance..... **AFLAC**

AFLAC provides supplemental insurance to help pay benefits that your major medical insurance does not cover. AFLAC policies are 100% employee-paid through payroll deductions and are available on a voluntary basis. WEBSITE: <http://www.aflac.com>

Employee Assistance Program **The Standard Insurance Company**

The City offers an employee assistance program that allows confidential discussions with a professional counselor at no initial cost to the employee. This program is intended to help employees achieve work/life balance when personal problems or other matters may affect work. The Master's-degreed clinician will provide you with a consultation, resources, an action plan, and information to help you address your issue. You may also receive referrals to support groups, community resources, a network counselor or your health plan. This benefit is provided to regular PT and FT employees in addition to limited term staff that are employed year-round. WEBSITE: www.eapbda.com

Travel Assistance. **The Standard Insurance Company**

The City offers this service when employees are traveling at least 100 miles from home or in a foreign country. Services include services associated to trip preparation, emergency transportation, personal security services and locating medical or legal assistance. WEBSITE: www.medexassist.com/standard/standard.aspx

Vacation and Sick Leave Accrual: The City provides a vacation and sick leave program. Regular full-time employee will accrue paid vacation according to the schedule as outlined in the table:

YEARS OF SERVICE	VACATION HOURS ACCRUED PER YEAR
Year 0-3	80 hours per year (3.08 hours/pay period)
Year 4-7	120 hours per year (4.62 hours/pay period)
Year 8+	160 hours per year (6.16 hours/pay period)
Year 15+	200 hours per year (7.70 hours/pay period)

Part-time regular employees receive a pro-rated share based on the percentage of a regular 40-hour work week.

Sick Leave Accrual: Regular full-time employees earn 3.69 hours per pay period. Part-time regular employees receive a pro-rated share based on the percentage of a regular 40-hour work week. In accordance with AB 1522 Healthy Workplaces - Healthy Families Act of 2014, the City of Oakley provides eligible part-time staff with 0.034 of sick leave for every hour worked. Sick leave is available to staff after the 90th day of employment and is capped at 48 hours.

Compensatory Time (Comp Time): FLSA non-exempt employees can accumulate up to a maximum of 40 hours.

Administrative Leave: FLSA exempt employees receive 80 hours of management leave on January 1 of each calendar year. An exempt employee hired or promoted after January 1 of any given year will have her/his management leave prorated. All 80 hours of management leave must be used during the calendar year in which they are granted or they will be forfeited.

Paid Holidays: The City observes 12 holidays and 2 floating holidays for use by eligible employees at their discretion.

Education Reimbursement: Personal and professional development of employees is vital to the success of each individual and to the City. The maximum allowable reimbursement is \$2,500 per fiscal year. When an employee has demonstrated completion of the approved course with a grade of "B" or better, or a "pass," if the course is offered on only a "pass or fail" basis, the employee will be reimbursed for 100% of the expenses covering tuition, registration fees, textbooks, and any required or mandatory fees for the approved class.

Deferred Compensation: The City provides an optional deferred compensation program through ICMA-RC. Employees can choose to participate in this voluntary program to set aside pre-tax dollars for retirement planning. The voluntary plan includes an option for a Section 457 and 401 (a) deferred compensation program. For 401 defined contribution and 457 deferred compensation retirement plans, ICMA-RC offers a variety of investment options. The City will provide a 1% match toward a deferred compensation plan with the purpose of providing some funds and encouraging employees to set aside funds for post-retirement health related costs. WEBISTE: <http://www.icmarc.org>