

RESOLUTION NO. 250

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,
AMENDING RESOLUTION NO. 161 ESTABLISHING PERSONNEL POLICIES
& PROCEDURES, ADDING ORTHODONTIA COVERAGE THROUGH A
REALLOCATION OF HEALTH ALLOWANCE DOLLARS.**

WHEREAS, the City of University Place adopted Resolution No. 161 on December 15, 1997 repealing Resolution No. 33 and establishing policies and procedures relating to human resource administration, including general employment practices, policy administration, attendance, compensation and performance review, benefits, employee responsibilities and conduct, training, and discipline and termination; and

WHEREAS, City employees have expressed a desire to add orthodontia coverage within the approved Health Allowance dollars, at no additional cost to the City; and

WHEREAS, the City Council wishes to amend these Personnel Policies and Procedures as guidelines for City employees;

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AS FOLLOWS:**

Section 1. Personnel Policies Amended. The Personnel Policies and Procedures are amended as shown in Attachment A, included by reference as part of this resolution.

Section 2. Effective Date. This Resolution shall take effect on January 1, 2000.

ADOPTED BY THE CITY COUNCIL ON DECEMBER 13, 1999.


Debbie Klosowski, Mayor

Attest:


Susan Matthew, City Clerk

Attachment A

6.03 BENEFIT ALLOWANCE

The City provides a monthly benefits allowance (as adopted in the annual budget ordinance) for all regular full-time City employees and a pro-rated amount for regular part-time employees provided that each employee shall be required to subscribe to individual medical, dental (including orthodontia if applicable) and vision coverage as a minimum. Any remaining allowance under the health allowance minimum may be used to purchase additional coverage; buy up to three (3) days added vacation time per year; contribute to the deferred compensation program provided by the City; receive as a cash payment (subject to retirement and other required deductions); and/or allocate into one or more of the employee's Section 125 flexible spending accounts.

- If an employee's total health (medical, dental, orthodontia, and vision) insurance premiums exceed monthly health allowance minimum and are less than \$500 per month, \$0.66 per month (\$0.33 per pay period) will be deducted from his/her paycheck.
- If an employee's monthly (medical, dental, orthodontia, and vision) health premiums are between \$500 and the monthly health allowance maximum, \$23.00 per month (\$11.50 per pay period) will be deducted from his/her paycheck.
- If an employee's monthly health (medical, dental, orthodontia, and vision) premiums exceed the health allowance maximum, the amount over the maximum (\$23 minimum) will be deducted from his/her paycheck.

Regular employees are eligible for the benefit allowance beginning with the first full month of employment with the City. Eligible employees may elect to convert accrued vacation days to pay medical, dental and vision insurance premiums beyond the monthly benefits allowance, providing they have used or maintain a minimum ten (10) day vacation accrual. (See Appendix "C" for more details and plan benefits.)

6.04 HEALTH INSURANCE BENEFITS

Regular full-time and regular part-time employees and their dependents are eligible to participate in the City's various insurance programs beginning with the first full month of employment with the City. The programs and criteria for eligibility are explained upon hire. The City provides a monthly benefits allowance toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, without prior notice to affected employees. (See Appendix "C" for more details and plan benefits.)

Temporary employees normally will not be eligible for insurance coverage.

Attachment A, Continued

APPENDIX C

Summary of Employee Insurance Benefits

The following is a listing of insurance plans available to City of University Place employees:

Medical Plan: Association of Washington Cities Employee Benefits Trust, Plan A (underwritten by Washington Physicians Service) or an HMO.

Dental Plan: Association of Washington Cities Employee Benefits Trust, Plan F and Orthodontia Rider Plan IV (underwritten by Washington Dental Service).

Vision Plan: Association of Washington Cities Employee Benefits Trust, Full Family - \$25 Deductible, Second Pair Option (underwritten by Vision Service Plan).

Long Term Disability Insurance: 60% of Salary; 90-day Elimination Period; Maximum Monthly Benefit of \$5,000; Minimum Monthly Benefit of \$100 (through R.L. Evans Company, provided by Unum Insurance).

Life and Accidental Death and Dismemberment Insurance: \$25,000 per employee (through R.L. Evans Company, provided by Unum Insurance).

Survivor Life Insurance: Spouse or Children - 30% to a \$900 monthly maximum benefit; Spouse and Children - 60% to a \$1,800 monthly maximum benefit (through R.L. Evans Company, provided by Unum Insurance).

Other Insurance: The City also may offer voluntary group life, short-term disability or other optional insurance programs paid for by the employee via payroll deductions.