

RESOLUTION NO. 360

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL,  
AMENDING APPENDIX B**

WHEREAS, the City Council has adopted a Personnel Policies and Procedures Manual;

WHEREAS, Personnel Policies and Procedures Manual, describes, among other things, compensation systems and benefits for City employees;

WHEREAS, the City offers a 401(a) retirement plan for City employees;

WHEREAS, the City wishes to maximize employee choice and flexibility regarding its benefit programs while keeping costs down for the City; and

WHEREAS, the City wishes to allow additional employee 401(a) contributions and also to provide and additional 457 plan administrator;

WHEREAS, the City complies with state and federal law; NOW, THEREFORE,

**BE IT RESOVED BY THE CITY COUNCIL OF UNIVERSITY PLACE AS FOLLOWS.**

Section 1. Personnel Policies and Procedures Amended. Appendix B of the Personnel Policies and Procedures is amended as shown in Attachment A to this resolution.

Section 2. Authorization of City Manager to Administer the Personnel Policies and Procedures as Amended. The City Manager shall administer the Personnel Policies and Procedures as amended in Attachment A to this resolution.

Section 3. Effective Date. This resolution shall retroactively take effect on August 1, 2002.

**ADOPTED BY THE CITY COUNCIL ON AUGUST 12, 2002.**

  
Jean Brooks, Mayor (MPT)

Attest:

  
Catrina Craig, City Clerk

**ATTACHMENT A TO RESOLUTION NO. 360**  
**APPENDIX B**

**Summary of Employee Insurance Benefits**

The following is a listing of insurance plans currently available to City of University Place employees (subject to change):

**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.

**ADDITIONAL BENEFIT INFORMATION**

For regular employees, the City of University Place does not contribute to Social Security. PERS is the Social Security replacement for regular employees, and a 7.5% Deferred Compensation contribution, in lieu of Social Security, is made for Councilmembers. In addition, for regular employees, the employee is required to contribute 6.0% of their monthly earnings into a 401(a) Defined Contribution Plan matched by a City contribution of 6.2% of the employee's monthly earnings into the 401(a) plan. Subject to Federal rules, employees may voluntarily contribute to the 401(a) plan at higher percentages. These voluntary employee percentage rates are 8%, 10.5%, ~~12%~~, ~~14%~~, ~~16%~~, 13%, 15.5%, and 18%. Federal one-time election rules, contribution limits, and other regulations will apply. Vesting for the City share of the 401(a) plan is 33.3% after one year, 66.7% after two years, and 100% after three years of being employed with the City.

The City of University Place employees belong to PERS. The employer and employee contributions to PERS are established by the State Department of Retirement Systems.