



SECTION 5 - COMPENSATION AND BENEFITS

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5-101 COMPENSATION SYSTEM

The City of Gardner's compensation system is designed to reflect the primary core values of recruiting and retaining competent employees, identifying, measuring, and rewarding individual performance, setting salaries to remain competitive while keeping with the City's fiscal capabilities, and being a system that is understandable and consistent. The pay plan works in harmony with the performance evaluation and employee development system and other City personnel procedures to establish a framework for salary increases depending on job performance, labor market conditions, organizational needs, and available budgetary resources. This pay plan applies to all full-time and part-time positions of the City.

5-102 DEFINITIONS

102.1 CHANGE OF STATUS

A change of status occurs when an individual experiences any change to position or salary due to being hired, transferred, receiving a performance increase, or their position being reclassified or re-graded. A written notice of the change of status must be completed and approved by the Department Director, City Administrator, and Human Resources Manager for every change of status.

102.2 MARKET ADJUSTMENT

This refers to the percentage of adjustment made to the overall pay plan structure based on such factors as changes in the cost-of-living, changes or increases in salaries and benefits in the City's peer groups, changes or increases in the cost of employee benefits, and the City's financial condition and is subject to approval by the Governing Body.

102.3 ENTRY LEVEL SALARY

This refers to the minimum of the salary range for a position and is generally the starting salary for a new employee.

102.4 LATERAL TRANSFER

A lateral transfer occurs when an employee changes from one position to another within the same salary range.

102.5 PEER GROUP

For the purposes of this Section, peer group means the groups of cities and utilities in close proximity to the City of Gardner designated by the Governing Body to be used for salary and benefit comparison purposes.

102.6 PERFORMANCE EVALUATION DATE

The performance evaluation date refers to the date of an individual's scheduled evaluation, which is either the date of the initial evaluation that occurs at the end of the first six months in the position or thereafter at one-year intervals.

102.7 MERIT INCREASE

This refers to the percentage of salary increase that employees receive as a result of their performance evaluations, subject to appropriation in the annual budget as approved by the City Council.

102.8 POSITION CLASSIFICATION

All positions within the pay plan are classified into salary ranges according to organizational fit, internal equity, labor market conditions, and the position evaluation process.

102.9 PROMOTION

A promotion is the upward movement of an employee into a new or existing position in a higher pay range.

102.10 RE-CLASSIFICATION

Re-classification is an action taken to recognize that the duties, responsibilities and qualifications of an existing position have substantially changed over time to the extent that the position no longer resembles others of its class. A reclassification is the upward or downward movement of a position into a new or existing pay range.

102.11 RE-GRADE

A re-grade occurs when the value of a position changes due to labor market conditions or internal equity considerations. The distinguishing factor between a re-grade and a re-classification is that the job duties of the position have not significantly changed. Department Directors may request that the City Administrator order a review of the position and a salary survey to determine if a re-grade of a position is warranted. If a re-grade is warranted, the position will be placed in a different salary range.

102.12 SALARY ADJUSTMENT

A salary adjustment is any alteration of an individual's salary that is not associated with performance such as a re-classification or re-grade.

102.13 SALARY RANGES

a) **Salary Ranges**

Salary ranges are established for classes of positions. These classifications are based on position characteristics (background requirements, level of responsibility, mental and physical demands and working conditions), market value, organizational fit, and the City's ability to pay and Governing Body approval.

b) **Salary Growth within a Range**

Employees move through the salary range of their position as a function of their performance. On an annual basis, employees may be eligible to earn merit increases.

102.14 TRANSFER

Movement of an employee into a new or different position.

5-103 POSITION EVALUATION PROCEDURES

103.1 PURPOSE

The purpose of the Position Evaluation Procedure is to provide a consistent tool to fairly and objectively determine the appropriate salary range for positions within the City organization.

The salary determination provided for by this process is based on the "size" of the position, the external value of the position, the internal value of the position, and the internal equity of the organization. This procedure should be used for:

- a) Determining a salary range for a new position; or

- b) Re-evaluating a current position for which responsibilities have changed or if the market has created a need to review the salary.

The procedure itself is consistent for all positions, however it should be recognized that it is impossible to totally eliminate subjectivity.

It is important to remember that the process of position evaluation is truly to evaluate the position not the current individual occupying the position. The performance evaluation process provides a means of evaluating the employee. The process is also not a method to provide an increase to an employee who has reached the top of his or her salary range. That process is a different type of situation and not amendable for what this procedure is intended to accomplish. It is important to remember also that the Position Evaluation Process is to provide a “value” for the position within the parameters of the process. Information gathered may show that a position is in a high, low, or appropriate salary range.

103.2 PROCEDURE

The procedure consists of several phases:

- a) Initiation of the evaluation;
- b) Studying and re-writing, if necessary, the job description;
- c) Gathering market data;
- d) Performing a job factor evaluation;
- e) Evaluating organizational fit of the position; and
- f) Making a salary range determination that equitably incorporates the information into the position classification system.

103.3 INITIATING A POSITION EVALUATION

A position evaluation can be initiated for two different reasons:

- a) Salary determination for a new position; or
- b) Re-evaluation of a current position for re-classification determination.

A request for a new position salary determination or a re-classification determination must be made by a supervisor or Department Director. These types of requests may be made at any time. All requests must be approved by the appropriate Department Director and submitted to the City Administrator.

103.4 JOB DESCRIPTION

The first phase of the position evaluation is to write a job description (if it is a new position), or to review the current job description. This is the responsibility of the supervisor of the position. The supervisor should receive input from the employee currently occupying the position.

A revised job description should be submitted to Human Resources by the supervisor. The supervisor should specifically cite (or highlight in the job description) any new duties or responsibilities added to an existing job description. Human Resources will review the format and content of the job description and submit it to the appropriate Department Director for approval.

103.5 GATHERING MARKET DATA

The supervisor shall work with the Human Resources office to gather the salary information necessary for comparison. In gathering salary information, it is important to look for similar positions with similar responsibilities in similar organizations. At least 3 (three) position comparisons should be made.

103.6 JOB EVALUATION

The job evaluation portion of this process allows for assessment of the value of the various responsibilities of the position. This provides a means to compare the position to other positions in the organization. The values chosen are job elements that are shared across department lines, i.e. know how, problem solving, and accountability.

The City Administrator shall determine who shall perform the job evaluation for the position. In most cases, the job evaluation shall be completed by the supervisor or the Department Director, and the Human Resources Manager.

103.7 MAKING THE DETERMINATION

The Human Resources Manager shall be responsible for summarizing the information from the job description changes, the salary survey, and the job evaluation and making a recommended salary range determination to the appropriate Department Director and the City Administrator. The City Administrator will review and endorse the recommendation, endorse the recommendation with changes, or delay endorsement and request further study. If endorsed, the City Administrator shall determine the date the salary range determination shall become effective (based on budget constraints) and what, if any, changes should be made to the current salary of an individual occupying the position, and make a recommendation to the City Council for authorization. In most cases, if an adjustment is approved, it will be made the first day of the pay period most immediately following completion of the process. The amount of the adjustment will be based on the location of the current employee in the range, but will not usually exceed the amount of a normal merit increase. If substantial discrepancies are shown between the existing salary and the salary range determination, any approved salary change may be implemented over 1 to 2 years.

5-104 NON-EXEMPT POSITIONS

Certain positions are classified as non-exempt positions and are subject to the Fair Labor Standards Act. All regular, part-time, and temporary positions except for those classified as exempt positions are considered non-exempt. Employees working in those positions shall track their time worked in quarter hour increments.

104.1 OVERTIME FOR NON-EXEMPT EMPLOYEES

Employees shall not be permitted to work in excess of their normal work scheduled except when an emergency exists or overtime work is necessary to carry out normal and essential services of the City and is assigned by their supervisor. All overtime shall be pre-approved by the employee's supervisor. Employees who work in excess of their normal work schedule without the approval of their supervisor may be subject to appropriate disciplinary action, up to and including termination.

Non-exempt employees shall be paid overtime pay for hours worked over forty (40) in a workweek. EXCEPTION: Public Safety officers shall be paid overtime pay for hours worked over eighty (80) in a two-week work period.

Overtime pay is one and one half times the employee's hourly rate. Alternatively, overtime may be compensated with compensatory time off at one and one half times the hours worked at the request of the employee and the approval of management or the Department Director. Employees may accrue a maximum of 24 hours compensatory time. The use of comp time must be approved in advance by the employee's immediate supervisor. Comp time must also be tracked through payroll on a time sheet so that the City may be able to determine when comp time has been used and/or accrued. Comp time must be used in one hour increments.

Overtime pay is paid in fifteen (15) minute increments.

104.2 HOURS WORKED BY NON-EXEMPT EMPLOYEES

Hours worked are hours that employees are actually at work or on authorized paid leave, including civil, holiday, military, vacation, sick, leave of absence, administrative, workers' compensation or funeral leave.

Non-exempt employees who are called in to work at a non-scheduled time will be paid for a minimum amount of time as defined by department rules and procedures.

5-105 EXEMPT POSITIONS

Certain positions are classified as exempt positions and are not subject to the overtime provisions of the Fair Labor Standards Act. Other positions may be considered exempt status as duties and responsibilities change. The appropriate Department Director and the City Administrator will make those determinations based on standards set out in the FLSA.

105.1 HOURS WORKED FOR EXEMPT EMPLOYEES

Employees in exempt positions are expected to accomplish the duties and responsibilities of their position during a normal work schedule that has been set out by their supervisor. However, it is anticipated that exempt employees will experience periods during which it will be necessary to work in excess of forty (40) hours per week.

At no time are exempt employees compensated for time worked in excess of forty (40) hours per week. Exempt employees may take reasonable amounts of time off, not to exceed 4 hours at a time, without using vacation or personal leave as long as it does not interfere with performance of their duties and responsibilities. Exempt employees who wish to take leave without using vacation or personal leave, must obtain approval in advance from the employee's immediate supervisor and the immediate supervisor must keep a written log of any such occasions.

5-106 SALARY ADJUSTMENTS

106.1 HIRING

Starting salaries will be determined at the time of hire based on the beginning of the range, the individual's knowledge, skills, ability, and experience in the job duties and responsibilities, and the prevailing market conditions. The starting salary must be approved by the appropriate Department Director and the City Administrator prior to making a job offer.

106.2 PROMOTION

Employees promoted to a position in a higher pay range shall receive a salary increase. The increase shall be sufficient to bring the employee's salary to the minimum of the new range or five percent (5%) whichever is greater. The City Administrator may vary from the terms of the preceding sentence to the extent necessary, in order that the raise be consistent with internal and external equity.

106.3 DEMOTION

In the event an employee is demoted to a lower classification, the employee's salary may be reduced to a point within the lower classification. In no event shall the employee's salary be fixed at an amount greater than they were earning immediately prior to the demotion.

106.4 LATERAL TRANSFER

Employees transferring into a position at the same range shall receive no salary adjustment associated with the transfer.

106.5 RECLASSIFICATION

- a) Employees holding positions designated for reclassification who are performing the duties of the new position at the time of the reclassification will be reclassified with the new position.

- b) Employees holding positions reclassified due to labor market conditions shall receive a salary increase only if their current salary falls below the entry of the new range. The amount of increase shall be sufficient to place the employee's salary at the minimum of the new range.
- c) Employees holding positions reclassified due to a change in duties, responsibilities or qualification shall receive an increase only if the reclassification results in the position being placed in a higher pay range. The increase shall be sufficient to bring the employee's salary to the minimum of the range or five percent (5%) whichever is greater. The City Administrator may vary from the terms of the preceding sentence to the extent necessary, in order that the raise be consistent with internal and external equity.
- d) If a reclassification results in an employee's position being placed in a lower pay range, the employee's salary shall not be reduced. However, if the employee's salary is higher than the maximum salary provided for in the new pay range, the employee's salary shall remain the same until a change in the City's pay and classification system provides for a greater salary for the position.
- e) If it is determined through the position evaluation process that the duties and responsibilities of the position have changed to a significantly different position, but that position is in the same pay range, the employee will receive a lateral transfer to the new position.
- f) The reclassification process should not be used to reward an employee who is performing well in a properly classified position but who possesses potential to perform in a higher level position which the City does not need. It is also inappropriate to use reclassification to provide additional salary growth to an employee who has reached the top of their salary range. Re-classifications will be implemented in accordance with the City Position Evaluation Procedure.

106.6 RE-GRADES

- a) When it is determined that a position should be re-graded, the individual occupying a position that is re-graded may or may not receive a salary increase depending on the difference in current pay and the pay recommended.
- b) Employee salaries that are less than the newly established range minimum for the position shall be brought to the range minimum in the first pay period in which the salary range is effective.

106.7 WORKING OUT OF CLASS

- a) Any employee who is temporarily designated to work longer than ten (10) consecutive working days in a position in a salary range with a higher maximum salary than their own will be compensated at the greater of the minimum of the higher salary range or a five percent (5%) increase while performing in the higher salary range beginning on the eleventh consecutive working day.
- b) No employee shall be assigned to a higher-level position entitling them to “working out of class” pay without approval of the City Administrator.
- c) Electric Department employees will be approved by the Electric Director.

106.8 EFFECTIVE DATE

All salary adjustments become effective on the date the change of status occurs.

5-107 ECONOMIC ADJUSTMENTS

All employees will receive a salary increase when a market adjustment is made to the overall pay plan structure. Economic market adjustments will be based on several factors including, but not limited to, changes in the cost-of-living, changes and increases in salaries and benefits in similar cities for similar municipal job classifications, changes and/or increases in the cost of employee benefits, and the city’s financial condition.

Based on an analysis of the market factors and upon the recommendation of the City Administrator, the City Council will determine if there should be a general economic adjustment to the salary range structure and set the percentage of increase. All employees will receive a percentage increase that is equal to the overall adjustment to the pay ranges when salary ranges are adjusted. Generally, adjustments to the salary ranges will take place at the beginning of the new fiscal year, however, the City may determine that a general adjustment to the ranges may begin at some other date as the City Council may determine.

5-108 MERIT INCREASES

Any merit pay increases based on performance will be in addition to any market adjustments. The City Council, upon recommendation of the City Administrator will, at the beginning of the new fiscal year, establish the percentage of merit increase. Merit increases are granted based on the employee’s performance evaluation, however, the performance evaluation may or may not result in a merit increase depending upon performance and available budgetary resources. Any merit pay increases take effect on the performance evaluation date.

- a) Employees fall into one of three (3) merit salary increase categories based on their performance evaluation. The highest category is Category Three. In order to achieve a Category Three rating, employees must achieve an Average Point Value

of 2.76 or greater by earning an “Exceeds Performance Standards” rating on at least seventy-five percent (75%) of the Work Performance Criteria applicable to their job classification. Employees achieving a Category Three rating will be eligible to receive a non-recurring merit bonus of one-percent (1%) of their annualized salary in addition to the normal merit increase received by those employees achieving a Category Two rating. This non-recurring bonus will be paid out in a lump sum and will not be added to base salary or considered in calculating any future salary increases. The bonus is subject to review and approval by a review board consisting of the City Administrator, Human Resources Manager, and the employee’s Department Director before such bonus is granted.

- b) Merit salary increase Category Two is earned by achieving an Average Point Value between 1.75 and 2.75. Employees achieving a Category Two rating will be eligible to receive the normal merit increase as established by the City Council. Employees who achieve a Category Two performance rating who have reached the maximum of their pay range will receive that portion of the merit raise that exceeds the maximum as a non-recurring bonus. The non-recurring bonus will be paid out in lump sum and will not be added to base salary or considered in calculating any future salary increases.
- c) Category One results from an Average Point Value rating of less than 1.75. With a Category One rating, no merit pay increase shall be granted. Employees who receive a Category One performance evaluation rating will be placed on probation with a performance improvement plan. Specific performance improvement goals should be spelled out and agreed upon by the employee and supervisor during the annual performance evaluation process. Also, during the ensuing year, the employee and supervisor should meet at least quarterly to review and discuss the employee’s work performance in order to help the employee meet work performance standards.

5-109 ADMINISTRATIVE PAY CORRECTIONS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. It is the City’s policy to comply with the salary requirements of the Fair Labor Standards Act.

In the unlikely event that there is an error in the amount of pay or if it appears an improper deduction has occurred, the employee should promptly bring the discrepancy to the attention of his Department Director so that corrections can be made as quickly as possible.

5-110 HEALTH AND DENTAL BENEFITS

110.1 EMPLOYEE HEALTH CARE PLAN

110.1.1 Eligibility

All full-time and part-time employees and their qualified dependents are eligible to participate. Elected officials may participate at full cost. The waiting period ends the first day of the month coinciding with or following the date of employment. Eligible employees may enroll within thirty (30) days of the date of hire or during the next open enrollment.

110.1.2 Benefits

The City offers health care coverage. Benefit levels depend on the plan selected.

110.1.3 Cost

Monthly employee costs depend on the coverage plan selected. The City pays an amount fixed annually by the Governing Body for full time employees. The City pays a proportionate amount for part-time employees based upon the average number of hours worked per week. All premiums are deducted pre-tax, as allowed by the Internal Revenue Service.

110.1.4 Plan Documents

Plan documents are available from Human Resources.

110.2 EMPLOYEE DENTAL CARE PLAN

110.2.1 Eligibility

All full-time and part-time employees and their qualified dependents are eligible to participate. Elected officials may participate at full cost. The waiting period ends the first day of the month coinciding with or following the date of employment. Eligible employees may enroll within thirty (30) days of the date of hire or during the next open enrollment.

110.2.2 Benefits

The City offers a dental care plan.

110.2.3 Cost

The employee pays 100% of the costs. All premiums are deducted pre-taxes under a "125 Tax Code".

110.2.4 Plan Documents

Plan documents are available from Human Resources.

110.3 FLEXIBLE SPENDING PLAN

110.3.1 Eligibility

All full-time and part-time employees are eligible to participate. Eligible employees may enroll within thirty (30) days of the date of hire or during the next open enrollment.

110.3.2 Benefits

The medical account allows employees to make pre-tax deductions for qualified unreimbursed medical and dental costs. The dependent care account allows employees to make pre-tax deductions for qualified dependent care costs.

110.3.3 Cost

The City pays 100% of the administrative costs. The employee chooses their payroll deduction up to a maximum per year of \$5,000.00 per year for unreimbursed medical expenses and \$5,000.00 per year for dependent care expenses.

110.3.4 Plan Document

Plan document is available for inspection in the Human Resources office.

110.4 EMPLOYEE ASSISTANCE PROGRAM

110.4.1 Eligibility

All full-time and part-time employees and their qualified dependents are eligible to participate. There is no waiting period.

110.4.2 Benefits

The City offers an employee assistance program.

110.4.3 Cost

The City pays 100% of the costs.

110.4.4 Plan Documents

Information is available from Human Resources.

5-111 RETIREMENT BENEFITS

111.1 KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS).

111.1.1 Eligibility

KPERS is a mandatory retirement plan administered by the State of Kansas. All employees working in covered positions EXCEPT those employees working as commissioned Public Safety Officers, including individuals in all other full-time and regular part-time positions of the City who meet the KPERS membership requirements, are required to participate. Participation begins on the first day of employment.

111.1.2 Benefits

KPERS is a defined benefit pension plan. Monthly retirement benefit is based on final average salary and years of service. Vesting time for retirement is 5 years. Normal retirement age is 65.

111.1.3 Cost

Employer and employee contributions are determined by the State of Kansas and information will be provided by Human Resources or KPERS.

111.1.4 Plan Documents

The plan is established by state statute. (K.S.A. 74-4901:4998g; 74-49,102:49,117; 74-49a173:49a174, and amendments thereto). The employee will receive an annual statement from KPERS detailing vesting and contribution information. KPERS Employee informational handbooks are available from Human Resources.

111.2 KANSAS POLICE AND FIREMEN'S RETIREMENT SYSTEM (KP&F)

111.2.1 Eligibility

KP&F is a mandatory retirement plan administered by the State of Kansas. All employees working in positions as commissioned Public Safety Officers, including individuals in full-time and regular part-time positions of the City who meet the membership requirements, are required to participate. Participation begins on the first day of employment.

111.2.2 Benefits

KP&F is a defined benefit pension plan. Monthly retirement benefit is based on final average salary and years of service. Vesting time for retirement is 15 years. Normal retirement age varies with age and years of service in the retirement system.

111.2.3 Cost

Employees contribute 7% of their gross salary. The City contributes a percentage that is legislated by the State of Kansas.

111.2.4 Plan Documents

The plan is established by state statute. (K.S.A. 74-4901:4998g; 74-49,102:49,117; 74-49a173:49a174, and amendments thereto). The employee will receive an annual statement from KP&F detailing vesting and contribution information. KP&F Employee informational handbooks are available from Human Resources.

111.3 ICMA-RC SECTION 457 DEFERRED COMPENSATION PLAN

111.3.1 Eligibility

All full-time and part-time employees are eligible to participate. There is no waiting period.

111.3.2 Benefits

ICMA-RC is a voluntary program that allows an employee to save money, tax deferred, for retirement purposes. Employees choose from the investment options available through the plan. There are no vesting requirements.

111.3.3 Cost

There is an administration fee. The employee chooses the amount to be set aside by payroll deduction not to exceed the maximum allowed by law per year. The City will make contributions for those employees working in KPERS covered positions, including individuals in all full-time and regular part-time positions *except* those covered under the KP&F system, who meet or will meet the membership requirements based on the following employee contributions:

KPERS participating employees:

Employees contribute a minimum of 1% of their gross salary to earn the City's 1% match.

111.3.4 Plan Documents

ICMA-RC employee informational handbooks are available from Human Resources.

5-112 DISABILITY BENEFITS

112.1 KPERS AND KP&F DISABILITY INSURANCE

112.1.1 Eligibility

An employee must be member of the KPERS or KP&F Retirement Program to be eligible.

112.1.2 Benefits

Annual benefits for KPERS and KP&F differ. Benefits available under each program are legislated by the State of Kansas.

112.1.3 Cost

The cost is included in the employer's contribution mentioned under the KPERS and KP&F Retirement Plan benefits.

112.1.4 Plan Documents

KPERS and KP&F employee informational handbooks are available from Human Resources.

5-113 LIFE INSURANCE

113.1 TERM LIFE INSURANCE

113.1.1 Eligibility

All full-time and part-time employees are eligible to participate. The waiting period ends on the first day of the month coinciding with or following the date of employment.

113.1.2 Benefits

Fifteen thousand dollars (\$15,000) of group term life and accidental death insurance. Optional spouse/dependent child coverage is available.

113.1.3 Cost

Premiums are paid 100% by the City for the employee. Optional coverage for spouse and/or dependent child(ren) is funded 100% by employee.

113.1.4 Plan Documents

Plan document is available from Human Resources.

113.2 KPERS AND KP&F LIFE INSURANCE

113.2.1 Eligibility

Must be eligible for the KPERS or KP&F Retirement Program to participate.

113.2.2 Benefits

Benefits available through KPERS and KP&F differ. Benefits available under each program are legislated by the State of Kansas.

113.2.3 Cost

The cost is included in the employer's contribution mentioned under the KPERS or KP&F Retirement Plan benefit.

113.2.4 Plan Documents

KPERS and KP&F employee informational handbooks are available from Human Resources.

113.3 KPERS OPTIONAL GROUP LIFE INSURANCE

113.3.1 Eligibility

Employee becomes eligible for KPERS Optional Group Life Insurance on their KPERS or KP&F membership date.

113.3.2 Benefits

Coverage is available to eligible employees in five thousand dollar (\$5,000.00) increments from a minimum base of \$5,000.00 to the maximum coverage of \$250,000.00. Employees are guaranteed \$50,000.00 coverage if coverage is applied for within 30 (thirty) days of their KPERS/KPF membership date without proof of good health. Insurance coverage over \$50,000.00 requires proof of good health.

113.3.3 Cost

The employee pays 100% of the premiums and administrative costs.

113.3.4 Plan Documents

KPERS Optional Group Life information is available from Human Resources.

NOTE: In accordance with I.R.S. regulations, the cost of group-term life insurance that is more than the cost of \$50,000 of coverage must be included in the employee's wages subject to social security and Medicare taxes.

5-114 OTHER BENEFITS

114.1 EDUCATIONAL ASSISTANCE

Full time employees are encouraged to take advantage of education and vocational courses which will help improve their performance in their current positions and/or better themselves for a higher level position with the City.

- A.** For purposes of payment for attending courses there are two categories of attendance:
 - 1.** Required: The City directs an employee to attend a course, seminar or workshop.
 - 2.** Voluntary: The Employee freely elects to attend a course at a vocational school or institute of higher learning.
- B.** Reimbursement for course attendance is as follows:
 - 1.** Required: 100% of all course registration costs, books and other required material will be reimbursed.
 - 2.** Voluntary: The City reimburses one hundred percent (100%) of tuition to a maximum of one hundred dollars (\$100) per under-graduate credit hour and one hundred fifty dollars (\$150) per graduate credit hour, and related book fees with the following provisions:
 - a)** When taken for credit, the employee must complete the course with a 2.75 grade for undergraduate courses, and a 3.0 grade for graduate courses. When taken as a pass-fail, employee must show proof of passing the course. When taken for non-credit, the employee must show proof of completion.
 - b)** Single courses (not part of a degree program) must be shown to be job related.
 - c)** Courses taken for a degree (major courses and general requirements) must be for a major in a field directly related to the employee's position or his/her work for the City.
 - d)** Total reimbursement per employee will be limited to a maximum of \$1500 per calendar year, and a lifetime maximum reimbursement of \$6,000 provided employee satisfactorily completes the course.
 - e)** Expenses relating to registration fees, library fees, graduation fees, life learning experiences, calculators, etc., are not eligible for reimbursement.

- f) Expenses which exceed the limits of this policy may not be carried forward for reimbursement at a future time.
 - g) The granting of assistance is based upon the availability of funds, and this provision does not constitute a guarantee that funds will be available.
- C. All employees must complete a Letter of Intent for Educational Assistance. This application must be submitted and approved by the Department Director and the Human Resources Manager prior to course registration. In the event the Human Resources Manager rejects the application, the employee may appeal the decision to the City Administrator who will make the final determination.
- D. Separation of Employment:
 - 1. If the employee voluntarily leaves the employment of the City of Gardner within 1 year of the completion of the last course for which Educational Expense Reimbursement was paid, the employee shall be liable for all costs of fees and books that have already been reimbursed to the employee by the City for that year. The employee shall only refund to the City the cost for courses completed in the 1 year time period prior to voluntary departure from City employment and for which the employee received reimbursement. The employee must sign an agreement that any refund of Educational Expense Reimbursement will be deducted from the final paycheck. Should the refund total a greater amount than the final paycheck, the employee shall pay the balance before leaving or make arrangements to pay with the City Administrator.
 - 2. If the employee is involuntarily terminated by the City, there will be no liability for costs of books and fees to the City by the employee.
 - 3. An employee who is liable for refund to the City may have a review by the City Administrator for final determination of liability.

114.2 RECREATION DISCOUNT

114.2.1 Eligibility

All full-time and part-time employees and their immediate families. Eligibility begins with the first day of employment.

114.2.2 Benefits

Employees are eligible to receive free individual or family season swimming pool passes for up to a total of five (5) family members limited to themselves, their spouse, and/or their children and step-children eighteen (18) years of age and

younger. Additional children and/or stepchildren may be added to the pass for fifteen-dollars \$15.00 each.

114.2.3 Cost

Benefit paid by the City.

114.3 UNIFORM POLICY

The Uniform Policies are available in Appendix.

114.4 UNIFORMS AND SAFETY EQUIPMENT

Whenever the City requires the use of uniforms or safety equipment, the City will pay for its purchase and any maintenance (except laundry and dry cleaning) when such equipment requires it. **EXCEPTION:** In the case of Public Safety, laundry and dry cleaning expenses are included.

114.5 CREDIT UNION MEMBERSHIP

Employees are eligible for membership in a Credit Union. Please see Human Resources for information.

114.6 SUPPLEMENTAL INSURANCE

Employees are eligible for membership in a group employee's supplemental insurance plan. The City will, upon written request of the employee, make deductions from the salary of that employee for group supplemental insurance.

114.7 DIRECT DEPOSIT

Employees are eligible to participate in the City's direct deposit program. The direct deposit program enables the deposit of all or a portion of an employee's net pay to be made in the employee's choice of financial institutions. Employees may split the amount of their direct deposition into a maximum of five accounts. The deposit is accomplished through an electronic funds transfer and is available in the employee's designated account(s) on the morning of the normal payday. The City has no responsibility for liability for the deposits once they are made to the designated account(s). Direct deposit forms are available from Human Resources.