

**CITY OF TUALATIN BENEFITS SUMMARY
MANAGEMENT STAFF**

(The information provided here is a basic summary only and does not include all provisions of each plan. Official plan documents and City policies and manuals supersede this document.)

VACATION: Vacation time accrues on a per pay period basis.

1 to less than 3 years	12 days
3 to less than 5 years	15 days
5 to less than 10 years	18 days
10 to less than 15 years	20 days
15 to less than 20 years	22 days
20 or more years	24 days

Employees may sell a maximum of 5 days of vacation once per fiscal year. An equivalent amount of concurrent vacation days must be taken within two weeks of the sell back.

SICK LEAVE: Twelve (12) days per year accumulates, on a per pay period basis. Non-exempt management who have accumulated 96 base hours of sick leave may sell back any of the current fiscal year's unused sick leave accrual, over the 96 hour base, at the end of each fiscal year.

ADMIN. LEAVE: In lieu of compensation for overtime, all exempt managers shall be eligible for 40 hours administrative leave per fiscal year (non-accumulative), which may be taken for personal purposes.

HEALTH: The City pays 90% of the premium cost for employee health insurance, both medical and dental. The employee has the option of either Regence Blue Cross Copay Plan A. (\$250 individual/\$750 family deductible) Medical, including Alternative Care, RX4 drug, and VSP Vision; or Kaiser Medical Copay A with Alternative Care, Vision and Drug. Dental options are Delta, Kaiser or Willamette. The Willamette plan includes an orthodontia benefit.

LIFE: The City provides a policy on the employee (on/off-the-job coverage) equal to 1.5 times their annual salary (max. benefit of \$200,000). Police Department sworn management employees also receive an additional \$10,000 (on-the-job only coverage) per ORS 243.025.

DISABILITY: The City provides Long Term Disability Coverage for all employees up to a maximum monthly benefit of \$6667.

RETIREMENT: Public Employees Retirement System (PERS). Effective December 11, 2015, City pays the employer and the mandatory 6% employee contribution. Employee's hired after 8/23/03 will be covered by the Oregon Public Service Retirement Plan and subject to the criteria of that plan. For Department Head level employees, the City contributes 2% of base salary into a 401a retirement plan. For all other management employees, the City contributes 1% of base salary into a 401a retirement plan.

HOLIDAYS:	New Year's Day	Labor Day
	Martin Luther King, Jr. Day (3rd Monday-January)	Veteran's Day
	President's Day (3rd Monday-February)	Thanksgiving Day
	Memorial Day	Day after Thanksgiving
	Independence Day	Christmas Day
	2 Floating Holidays	

For non-exempt, sworn law enforcement management employees' holidays are calculated on an In-Lieu-of Holiday pay basis at the rate of 96 hours per year.

All benefits listed are based on continuous full time service. Part time service benefits are prorated.

Effective January, 2016 unless otherwise specifically noted.