

**CITY OF TUALATIN BENEFITS SUMMARY**  
**MANAGEMENT & CONFIDENTIAL 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 hired before January 1, 2016, 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 E. (\$250 individual/\$750 family deductible) Medical, including Alternative Care, RX7 drug, and VSP Vision; or Kaiser Medical Copay B with Alternative Care, Vision, Hearing Aid and Drug. Dental options are Delta, Kaiser or Willamette. The Willamette plan includes an orthodontia benefit. Management & Confidential employees receive a one-time \$1000 contribution to a Voluntary Employee Benefits Account (VEBA).

**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, the 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 3% of base salary into a 401a retirement plan. For all other management employees, the City contributes 1.5% 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	Juneteenth

**RESOURCE STIPEND:** Executive management staff receive a \$200 per month resource stipend.

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