

City of Maple Grove



Benefits Summary: Full-Time, Non-Union

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CITY OF MAPLE GROVE 2023 BENEFITS SUMMARY

Full-Time Non-Union Employees

HOLIDAYS

All full time employees are entitled to 11 paid Holidays per year. These Holidays are:

- *New Year's Day
- *Martin Luther King Day
- *President's Day
- *Memorial Day
- *Independence Day
- *Labor Day
- *Veteran's Day
- *Thanksgiving Day
- *Day After Thanksgiving
- *Christmas Day
- *Floating Holiday

VACATION

All full time employees are eligible for the following vacation, with the exception of an employee appointed to City Administrator or a Director level position. Additionally, the City Administrator shall also have discretion to consider providing vacation accrual at the five year service level for non-Director full-time positions.

<i>Tier</i>	<i>Years of Service</i>	<i>Vacation Days</i>	<i>Vacation Hours Per Pay Period</i>
1	0 ≤ 4 years	10 days	3.08 hrs
2	> 4 ≤ 10 years	15 days	4.62 hrs
3	> 10 ≤ 11 years	16 days	4.92 hrs
4	> 11 ≤ 12 years	17 days	5.23 hrs
5	> 12 ≤ 13 years	18 days	5.54 hrs
6	> 13 ≤ 14 years	19 days	5.85 hrs
7	> 14 ≤ 15 years	20 days	6.15 hrs
8	> 15 ≤ 19 years	21 days	6.46 hrs
9	> 19 ≤ 24 years	22 days	6.77 hrs
10	> 24 ≤ 29 years	23 days	7.08 hrs
11	> 29 years	25 days	8.00 hrs

Employees are eligible to take vacation after they have successfully completed four months of employment.

SICK LEAVE

Full time employees earn sick leave at the rate of 3.7 hours per pay period. Sick leave may be accumulated to a maximum cap of 1728 hours.

"FIT FOR LIFE" WELLNESS PROGRAM

Full time employees can earn up to 16 hours of additional vacation time annually as a reward for participating in the comprehensive wellness program. Additionally, throughout each program year, employees can receive gift certificates and other incentives through participation in various activities.

PAYROLL PERIODS

City employees are paid every other Friday, with actual pay lagging performance by one week.

DIRECT DEPOSIT

The City has direct deposit for your paycheck. Your check will automatically be sent to your bank, and it will be deposited in your account payday morning. You will have the ability to view online all of the other data that you would normally receive with your paycheck, such as the amount you earned, and all the deductions taken from your check.

PENSION BENEFITS

The Public Employees Retirement Association (PERA) provides for retirement benefits for public employees. You may retire after you reach age 55 and have at least three (3) years of service. Your retirement benefit will be determined by a specific formula based on the number of years you contribute to PERA, your age, and your average salary over the five (5) highest successive years you contribute. This benefit is funded both by your contributions and by contributions made by the City. The amount of that contribution is determined by what employee group you are part of. If you are a member of the Coordinated Fund (which applies to most City employees), **your contribution is 6.5%, and the City's contribution is 7.5% of your salary.** If you are a member of the Police and Fire fund, your contribution is 11.3% and the City's contribution is 16.95% of your salary.

DEFERRED COMPENSATION PLANS

An employee can elect to contribute to any of the following three deferred compensation plans, each pay period, on a pre-tax basis, and has a variety of investment choices available within each plan: Nationwide, ICMA and the Minnesota State Plan.

TUITION REIMBURSEMENT

The City assists employees in upgrading their job skills by offering tuition reimbursement for education at accredited institutions. Reimbursement will be made for tuition, registration fees and lab fees only up to a maximum amount of \$1,200 per calendar year. If tuition costs exceed \$1,200, the employee would be eligible for reimbursement in subsequent years. All full-time employees who have at least one year of service with the City may request tuition aid.

EMPLOYEE ASSISTANCE PROGRAM

The City has an employee assistance program (EAP) through Health Partners for its staff and their families. They have counselors 24 hours a day, 7 days a week to assist you with any type of problem, from family concerns to legal help. The phone number for this service is 1-866-326-7194.

INSURANCE BENEFITS & PRE-TAX PLANS

The **2023** City contribution rate for insurance benefits is **\$1,165** per month for employees electing Employee only, **\$1,280** for Employee + Spouse, or Employee + Kid(s) level of medical insurance coverage. Employees electing Family medical insurance coverage receive **\$1,750** per month.

PLEASE NOTE: All insurance coverage is effective on the 31st day of employment, with the exception of optional life insurance coverage. Consult the Human Resources Department for more information.

Required "Core" Benefits: An employee must purchase the following benefits, using employer contribution dollars, and any balance available after the premiums are deducted for these plans, can be used towards the purchase of optional benefits or received in the form of a cash benefit, which would be considered taxable income.

Required Core Insurance Benefits	Monthly Premium Rates			
	Employee	EE+Sp	EE+Kids	Family
Delta Dental	\$39.00	\$77.00	\$71.50	\$116.00
\$20 Copay, 100% HealthPartners - Open Access Network (no HSA, FSA option only)	\$961.23	\$1,920.97	\$1,777.02	\$2,880.67
\$3000/\$6000, 100% HealthPartners High Deductible w/Rx Copay Open Access Network (<u>not</u> eligible for HSA, can have FSA only)	\$751.11	\$1,500.73	\$1,388.29	\$2,250.32
\$3000/\$6000, 100% HealthPartners High Deductible w/Rx Copay Achieve Network (<u>not</u> eligible for HSA, can have FSA only)	\$706.13	\$1,410.78	\$1,305.08	\$2,115.39
\$3000/\$6000, 100% HealthPartners High Deductible with Qualifying HSA –Open Access Network	\$741.20	\$1,480.92	\$1,369.97	\$2,220.60
\$3000/\$6000, 100% HealthPartners High Deductible with Qualifying HSA –Achieve Network	\$696.82	\$1,392.15	\$1,287.86	\$2,087.46
\$50,000 of Basic Life and AD&D Insurance	\$6.25			

Optional Insurance Benefits	
Dependent Rider – Securian (\$5,000 spouse/\$2,500 per child)	\$0.80 per month
Long Term Disability – Madison National Life (90 day elimination period - 60% benefit to a max of \$7,000, with \$100 minimum)	\$0.208 per \$100 monthly insured salary
Optional Life Insurance – for yourself, your spouse, and/or your dependents, in varying amounts	Premium rates are based on amount of insurance selected and age of employee.
Flexible Spending Accounts – Health Care Expense Reimbursement Account and Dependent Care Reimbursement Account	Employee can elect to have up to \$3,050 deducted on a pre-tax basis each year for health care expenses and \$5,000 for the dependent care expense account.
Cash Benefit	If there are any remaining employer contributions after selection of benefits, the monthly balance is payable in cash and considered taxable income.

POST EMPLOYMENT HEALTH INSURANCE BENEFITS

The City provides a Health Care Savings Plan (HCSP) which allows employees to contribute a % of salary on a pre-tax basis while actively employed and also upon conclusion of employment there are additional pre-tax contributions provided if an employee meets the eligibility criteria for these additional benefit dollars. Employees can choose among several investment options with the dollars contributed, and upon separation from employment with the City, can use the accumulated dollars in this account to pay for medical related expenses and/or health insurance premiums.