



Gaithersburg
A CHARACTER COUNTS! CITY

SUMMARY OF EMPLOYEE BENEFITS

The City of Gaithersburg offers a competitive and comprehensive employee benefit package to eligible employees. This summary of benefits highlights general information about the benefits available; additional information is available from the Department of Human Resources, in the City's Personnel Rules & Regulations Manual, or online at www.gaithersburgmd.gov.

Health Benefits

General Information

Employees have up to 30 calendar days from the date of hire to enroll in medical, dental, vision, and long-term care insurance coverage; coverage is effective upon enrollment unless otherwise indicated. Premiums for the City's group medical, dental, and vision insurance plans are a shared responsibility; the City pays 85 percent of the lowest premium in each coverage tier offered and the employee pays the remaining 15 percent. An employee that selects coverage under a more expensive plan, if one is offered, must pay the additional premium.

Payments for the employee's share of insurance premiums are made through payroll deduction during each payroll period. If coverage begins prior to the 15th of the month, the employee is responsible for paying his/her portion for the entire month; if coverage begins on or after the 15th of the month, the employee will begin paying his/her portion of the premium in the first paycheck of the next month.

Employees, their qualifying spouse or domestic partner, and qualifying family members are eligible for insurance coverage; documents to substantiate eligibility will be required. The Medical, Dental, and Vision Plans allow a qualified child to remain on a parent's insurance policy until the child reaches the age of 26.

Benefit elections remain in effect for an entire fiscal year unless the employee experiences a qualifying life change event (marriage, divorce, birth/adoption of a child, etc.). In such cases, the employee must enroll in, discontinue, or make changes to insurance coverage within 30 days of the date of the qualifying event; changes must be consistent with the qualifying event. Otherwise, changes to health benefits may only be made during open enrollment periods, which are held annually prior to the beginning of each fiscal year. Reenrollment in health benefits is required each year during open enrollment whether or not changes are requested.

Medical (CIGNA HealthCare)

Medical insurance coverage is offered through the CIGNA HealthCare Open Access Plan. The Open Access Plan design is a network-based plan that encourages participants to receive covered services from preferred physicians, health care practitioners, or facilities (like an HMO) but allows participants to use non-preferred physicians, health care practitioners, or facilities with some out-of-pocket costs. No referrals are required.

Participants are required to meet an annual (fiscal year) deductible, which is the amount a participant needs to pay before the plan starts paying benefits (copays do not apply to the deductible); however, the City reimburses employees for the deductible amount applicable to services provided by in-network providers if participating employees, their spouse, and all other dependents participating in the Plan have completed a preventative care exam during the 12-month period prior to incurring the deductible. Copays and out-of-network deductibles are not eligible for reimbursement.

Dental (Assurant Employee Benefits)

This indemnity plan with a dental maintenance organization (DMO) option allows employees to select a dentist of their choice or to receive increased savings for services provided if they select a participating dentist using the DMO option.

Two options are offered: the Basic Plan and the Enhanced Plan, which offers enriched benefit coverage to the Basic plan at an additional cost to the employee. The maximum allowed benefit per person is \$2,000 annually.

Vision (National Vision Administrators)

This network-based plan encourages participants to receive covered services from participating providers, but allows the use of non-participating providers with some out-of-pocket costs. Participation is optional.

HEALTH BENEFITS FY 2017 EMPLOYEE PREMIUMS (PER PAY PERIOD)

Tier Level	Medical	Basic Dental	Enhanced Dental	Vision
Employee	\$46.59	\$2.92	\$3.99	\$.25
Employee + Spouse	\$88.96	\$6.05	\$8.27	\$.62
Employee + Child	\$62.51	\$6.05	\$8.27	\$.62
Employee + Children	\$85.18	\$8.93	\$12.47	\$.62
Employee + Family	\$119.20	\$8.93	\$12.47	\$.62

Retirement Health Savings Plan (ICMA-RC)

Employees who waive medical and/or dental coverage offered by the City may request that the City contribute a portion of its share of the cost of individual coverage to a non-taxable Retirement Health Savings (RHS) Plan. Employees may use monies contributed to the Plan for eligible health care expenses not reimbursed through health insurance programs. FY 2017 RHS Plan in lieu of contribution by the City per pay period is \$132.00 (Medical) and \$16.54 (Dental).

Long-Term Care Insurance (Unum)

Long-term care insurance assists in paying the costs associated with home care, assisted living, or nursing home care. All benefit-eligible employees are automatically enrolled in base plan long-term care insurance coverage at the time of hire (maximum benefit \$72,000) at no cost to the employee. Coverage begins the first day of the month following the employee's hire date.

Employees also have the option of purchasing additional long-term care insurance coverage for themselves or coverage for eligible family members at group rates through payroll deduction.

Flexible Spending Accounts

Flexible Spending Accounts allow employees to pay for certain medical, dental, dependent care, and transportation expenses with pre-taxed dollars, which means that taxable earnings are reduced so the employee pays less taxes on earnings thereby increasing take home pay. The maximum amount that can be set aside for health care expenses per calendar year is \$2,550; the maximum that can be set aside per calendar year for dependent care is \$5,000; and the maximum amount that can be set aside for transportation expenses is \$130/month for transit and \$255/month for parking.

Employees are eligible to participate upon hire and may enroll/reenroll each January 1. Total Administrative Services Corporation (TASC) administers the program; the City pays all administrative costs.

Retirement Benefits

General Information

To retire from the City of Gaithersburg under the General Retirement Plan, an employee must be at least 50 years of age, have at least 15 years of service, and years of service plus age must equal 75. Employees retiring under the General Retirement Plan pay the same percentage of health insurance premiums as an active employee.

To retire from the City of Gaithersburg under the Early Retirement Plan, an employee must be at least 46 years of age and have a minimum of 20 years of service. Employees retiring under the Early Retirement Plan contribute 5 percent more in employee share cost of health insurance premiums than paid by employees in the General Retirement Plan.

All other benefits afforded to a retiree at the time of retirement remain the same whether an employee retires under the General Retirement Plan or the Early Retirement Plan. Benefits added after an employee's retirement date are not provided to the retiree.

Employees are eligible to enroll in all City of Gaithersburg retirement plans immediately upon hire. Employee contributions toward retirement savings are made through payroll deduction. The International City/County Management Association – Retirement Corporation (ICMA-RC) administers the retirement savings plans for the City. ICMA-RC provides plan administration, education, and communication services, and sponsors investment options for deferred compensation and qualified retirement plans maintained by state and local governments for their employees. Retirement plans offered are:

401A Money Purchase Plan

The City contributes the equivalent of 8 percent of the employee's annual base salary to this plan at no cost to the employee. The plan has a gradual vesting schedule; and an employee is fully vested after five years of service.

401A Money Purchase Supplemental Retirement Plan

This supplemental retirement plan is available to eligible employees in the Public Works and Police Departments who have physically demanding jobs on a consistent basis. The City contributes 2 percent of the employee's annual base salary to this plan if the employee is contributing at least 5 percent of his/her annual base salary in the 401K Profit Sharing Retirement Plan, and contributes an additional 3 percent (for a maximum of 5 percent) of the employee's annual base salary to this plan if the employee is contributing at least 5 percent of his/her annual base salary in the 457 Deferred Compensation Retirement Plan. The plan has a gradual vesting schedule; an employee is fully vested after 10 years of service.

401K Profit Sharing Retirement Plan

The City matches 3 percent of the first 5 percent of the employee's annual base salary contributed by the employee to this Plan. The plan has a gradual vesting schedule; and an employee is fully vested after five years of service. Employee contributions to this plan are pre-taxed and tax deferred.

457 Deferred Compensation Plan

This supplemental retirement plan is funded through employee contributions only; no vesting period is required. Participants in this plan can take distributions from the plan upon separation from City service without an IRS penalty regardless of the employee's age. Employee contributions to this plan are pre-taxed and tax deferred.

Roth IRA

This supplemental retirement plan is funded through employee contributions only; no vesting period is required. Employee contributions are not pre-taxed or tax deferred; but the earnings on Roth IRA accounts are distributed tax-free, provided they are not withdrawn in the first five years.

Income Protection

Long-Term Disability Insurance

Long-term disability insurance is provided as a source of income protection if an employee is injured on or off the job. This coverage provides the employee with up to 60 percent of his/her salary, up to a maximum of \$6,500 per month, beginning 90 days after the onset of disability. Coverage begins the first day of the month following the employee's hire date.

The amount of the long-term disability insurance premium is based on the employee's salary and is deducted through payroll deduction; however, the same amount is added into the employee's income to offset the amount of the premium (reflected as a "taxable fringe benefit" on the pay statement). As a result, the only cost to the employee is the tax on the additional income. Since employees pay long-term disability premiums after taxes, any income they receive from long-term disability benefits are tax free.

Workers' Compensation Insurance

All employees are covered by Workers' Compensation insurance in the event they sustain a work related injury, illness, or death that arises in the course of their employment with the City. Under the City's Workers' Compensation policy, an employee will be provided with full pay, up to the first 90 days after an accident, if the employee is unable to return to work. After 90 days, Workers' Compensation will pay 66 2/3 percent of the employee's gross average weekly wage at the time of the accident up to a statutorily established cap. Workers' Compensation insurance will pay for all reasonable medical expenses related to the accident, disability, or death. Any work-related injuries/illnesses should be immediately reported by the employee to his/her supervisor. Any income received from Workers' Compensation is not taxed.

Survivor Benefits

Life Insurance (One America)

Basic Life

In the event of the employee's death due to natural causes or accident, the employee's beneficiary will receive three times the employee's annual salary up to a maximum of \$350,000. Basic life insurance benefits are provided at no cost to the employee.

Life Insurance (One America)

Accidental Death and Dismemberment

Employees are also covered by this supplemental life insurance policy if their death or severe bodily injury is due to an accident. In that event, the employee's beneficiary will receive a payment in the amount of seven times the employee's annual salary up to a maximum of \$600,000 (in addition to the Basic Life payment). Accidental death and dismemberment life insurance benefits are provided at no cost to the employee.

Pay Dates & Direct Deposit

Employees are paid biweekly. The standard pay period begins at 12 a.m. on a Sunday and ends 14 calendar days later at 11:59 p.m. on Saturday. Pay dates are on Friday of the week following the pay period. As a condition of employment, all employees of the City of Gaithersburg will have their salaries directly electronically transferred to an account or accounts selected by the employee. Direct deposit is fast and reliable, offering employees faster access to their pay and the additional security, convenience, and flexibility of electronic banking.

Paid Time Off

Annual Leave

Employees begin accruing annual leave immediately upon hire. Annual leave hours are earned each payroll period at a rate that corresponds to the employee's length of service:

<i>Year of Service</i>	<i>Hours Accrued Per Pay Period</i>	<i>Year of Service</i>	<i>Hours Accrued Per Pay Period</i>
0 – 3	3.69	10 – 12	6.46
4 – 6	4.62	After 12 years	7.38
7 – 9	5.54		

Annual leave may be used as it is accrued, with prior supervisor approval. Annual leave is accrued on a calendar year basis. No more than 240 hours of annual leave may be carried forward from one calendar year to the subsequent calendar year; any excess at the end of the calendar year is credited to the employee's accumulated sick leave.

Employees may request and receive payment for a maximum of 80 hours of unused annual leave in a fiscal year, provided that employees exercising this option maintain a minimum balance of 40 hours after the leave is sold. Employees who resign or retire from service will be paid for unused annual leave up to a maximum of 240 hours. Accrued annual leave balance is shown on the employee's pay statement.

Sick Leave

Employees begin accruing 4 hours of sick leave each pay period immediately upon hire. Sick leave may be used as it is accrued and may be accrued with no maximum balance, providing excellent protection against an unexpected or prolonged illness. Accrued sick leave may be applied day-for-day in order to assist an employee in meeting the years of service retirement requirement. Upon retirement, the employee shall be paid for one quarter of their accrued sick leave. Accrued sick leave balance is shown on the employee's pay statement.

Personal Leave

Employees are granted up to 28 hours of personal leave each calendar year for use in attending to personal obligations. Personal leave may be used any time after hire, with prior supervisor approval. Personal leave may not be accrued or carried forward to the following year. Accrued personal leave balance is shown on the employee's pay statement.

Holiday Leave

Employees receive paid holiday leave for 10 holidays observed by the City each year. City offices are closed on New Year's Day, Martin Luther King, Jr., Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, and Christmas Day.

Miscellaneous

Time off is granted for jury duty, bereavement leave, and military leave.

Special Benefits & Programs

Employees are eligible to participate in these benefits or programs immediately upon hire, except where indicated.

Tuition Assistance Program

The City will pay a maximum of \$3,500 per eligible employee per fiscal year to encourage and support efforts to obtain skills, knowledge, and abilities that increase the employee's effectiveness and work performance in his/her present position and improve his/her career opportunities with the City of Gaithersburg. Employees who have successfully completed their 12-month probationary period with the City are eligible to participate in the program.

Employee Assistance Program (EAP)

The Employee Assistance Program provides short-term, confidential counseling for employees and their family members at no out-of-pocket expense to the employee. The employee and each of their eligible dependents may receive up to six free counseling sessions.

GFit Wellness Program

The GFit Wellness Program is a healthy lifestyle incentive program to help employees take an active role in preserving their good health and improving their overall quality of life. The program offers quarterly reimbursement for eligible expenses (maximum of \$35 per month/\$105 per quarter). Reimbursements are considered taxable income to the employee.

Multilingual Skills Stipend Program

Certified employees who use multilingual skills to assist the general public on a daily basis in the course of their employment are eligible to receive an annual \$2,080 stipend for providing these services.

Housing Stipend Program

Employees who reside within the corporate limits of Gaithersburg and meet other eligibility requirements and income limits may receive a housing stipend to assist in the costs of rent or mortgage payments (\$300 or \$200 per month, depending on total household income).

Personal Cell Phone Program

Employees receive discounted equipment and service plan rates for personal cell phones through this program. Cost of the equipment and monthly service plan fees are paid by the employee directly to the service provider.

Uniforms/Clothing Allowance

Uniforms and safety footwear are provided at no cost to all City of Gaithersburg employees who are required to wear uniforms or protective footwear as part of their normal job duties. A clothing allowance to provide for the purchase of required clothing and equipment may be authorized by the City Manager based upon an employee's job requirements.

Credit Union

Employees have the option of participating in the Montgomery County Employees Federal Credit Union, a member-owned, not-for-profit financial institution dedicated to serving government employees, local employee groups, and their families.

Microsoft® Home Use Program

This program enables eligible employees to get a licensed copy of most Microsoft Office desktop PC applications to install and use on their home computer at low cost.

Recreation & Leisure Opportunities

Employees receive a complimentary membership to all City recreational facilities and are eligible to participate in City recreation and leisure activities (classes, trips, etc.) at a reduced rate.

This Benefit Summary highlights the main features of the benefit plans offered by the City; it does not include all plan details or rules, including limitations and exclusions. The terms of the benefit plans are governed by legal plan documents which are the final authority. The City reviews its policies, procedures, and benefits periodically and reserves the right to alter, modify, reduce, or eliminate any policy or benefit at any time with or without advance notice.

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