



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood Benefits Non- Represented

*(Benefits may be revised due to budget limitations)*

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## ❖ **Group Health Insurance Programs**

- Group health plans include Medical, Alternative Care, Hearing Aids, Vision, Dental, and Orthodontics.
- All regular full time and part time employees working at least 20 hours per week may participate in the City's health insurance benefits. Coverage extends to the employee's dependents. The City contributes 90% of the premium for regular full-time employees. Part time employees are responsible for a pro-rated portion of the premiums.
- Health benefits are effective the first of the month following thirty (30) days of employment.

## ❖ **Flexible Spending Accounts**

- A Flexible Spending Account (FSA) is a tax-free account that allows employees to save money to pay for out-of-pocket healthcare expenses, including prescription drug costs, medical, dental, vision, and hearing expenses and/or child or dependent care expenses, including day care, before/after school care, and in-home care for elder dependents.
- All regular full time and part time employees working at least 20 hours per week may participate.

## ❖ **Life Insurance / AD&D**

- Regular status full time employees are enrolled in a core Group Term Life Insurance and Accidental Death and Dismemberment policy worth 1.5 times the employee's annual salary to a maximum of \$75,000.
- Employees may buy up the employee and/or spouse policy at an additional premium cost to the employee.

## ❖ **Long Term Disability**

- Regular status full time employees are enrolled in a Long-Term Disability plan. Benefit commences after a 90-day disability waiting period and pays one-half of the employee's monthly salary up to a maximum of \$3000 per month. Premiums are paid 50% by the City.

## ❖ **Short Term Disability**

- Regular status full time employees may enroll in a Short-Term Disability benefit that provides a weekly benefit based on the amount the employee elects. Benefit commences after a 14-day disability waiting period. Premiums are paid by the Employee.

## ❖ **Employee Assistance Program (EAP)**

- The EAP provides free and confidential services to help people privately resolve problems that may interfere with work, family, and life. Vendor: Deer Oaks

## ❖ **Public Employees Retirement System "PERS"**

- After six full calendar months of employment, all employees scheduled to work at least six hundred (600) hours per year are required to participate.
- Employees actively enrolled in PERS as a result of prior employment will be immediately re-enrolled upon hire.
- The Employee pays the employee's required 6% contribution.

### ❖ **457 Deferred Compensation**

- A 457 plan allows employees to save and invest money for retirement with tax benefits. Contributions are made to an account for the exclusive benefit of the employee and their beneficiaries. The value of the account is based on the contributions made and the investment performance over time. A 457 plan is designed to supplement retirement income.
- Regular status employees working a minimum of 20 hours per week are eligible to participate.
- The City does not contribute to the 457 plan.

### ❖ **Paid Leave**

- **Holidays:** Regular full-time employees will receive eight (8) hours holiday pay at their regular rate of pay on an observed holiday. Part time employees who work 20 hours or more a week will receive a prorated amount of holiday pay at their regular rate of pay. The City observes the following days as a holiday: New Year Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. There is no waiting period for new employees to receive holiday pay.
- **Paid Time off (PTO):** The City Provides a program of earned time off for regular full time and part time employees that can be used to meet the employees' needs or desires for paid time off from work. PTO accrual rates are determined by a regular employee's length of continuous service with the City. Accrued PTO can be used after completion of the employee's initial 6-month probationary period. See the Employee Manual for additional information to include accrual rates.
- **Sick Leave:** Regular full-time employees accrue eight (8) hours of sick leave per month that can be used for absences of the employee or immediate family member resulting from injury, illness or medical appointments. Regular part time employees accrue sick leave proportionate to the percentage of hours worked to a full 40-hour work week. Employees will not accrue any sick leave in excess of 720 hours. Accrued sick leave can be used after completion of the employee's initial 91<sup>st</sup> day of employment. See the Employee Manual for additional information.
- **Administrative Leave:** Exempt (salaried) employees are eligible for administrative leave per calendar year in recognition of additional work hours that may be required to balance workload. Administrative leave can be used for any reason or need for time off. Hours are prorated for employees their first calendar year whose date of hire falls after January 1<sup>st</sup>. Hours are not carried on or rolled over at the end of the calendar year. There is no waiting period for new employees to request paid time off for Administrative Leave. See the Employee Manual for additional information.
- **Jury Duty:** Employees who are called to serve on a jury or served with a subpoena as a witness in any court proceeding will be allowed time off from work without loss of pay or accrued benefits. There is no waiting period for new employees to request paid time off for Jury or Witness Duty.
- **Military Reserve Duty:** Any regular employee required to attend military reserve training or other military duty shall be entitled to a leave of absences from duties for a period not exceeding fifteen (15) days in any one training year without loss of pay or accrued benefits. There is no waiting period for new employees to request paid time off for Military Reserve Duty.

### ❖ **Direct Deposit**

- Employees have the option to have their payroll direct deposited into a checking or savings account. Employees can list several different accounts.
- There is a one payroll waiting period after the form has been submitted. The waiting period allows for verification and processing time.

### ❖ **Credit Union**

- Employees are eligible to become members of Oregon First Community Credit Union.
- Go to [www.myfirstccu.org](http://www.myfirstccu.org) for additional information.

### ❖ **YMCA Corporate Membership**

- Employees are offered a discounted membership at the Sherwood Regional Family YMCA.