

SUMMARY OF EMPLOYEE BENEFITS

Lake Oswego Managers, Supervisors, and Confidential Employees

The following material is a brief summary of each benefit and does not replace or supersede any provisions of the insurance contracts.

MEDICAL INSURANCE

You may choose between a traditional indemnity plan or a health maintenance organization (HMO) plan. Coverage includes you and your dependents. Each plan includes a vision and prescription drug benefit.

Under the indemnity plan, Aetna Medical, most medical services are paid in full when rendered by a participating provider

The HMO plan, Kaiser Permanente, guarantees delivery of necessary health services, which is provided exclusively by their own providers.

DENTAL INSURANCE

The City provides a choice of comprehensive coverage through Moda Health (Delta Dental) and Kaiser Permanente. With your choice, you will have access to a plan that includes preventive, routine and major dental care, as well as orthodontic benefits (for child dependents only).

LIFE INSURANCE

The City pays for your basic life insurance in the amount of your annual salary to a maximum of \$50,000, and accidental death and dismemberment in the amount of \$50,000. You can choose to purchase supplemental life insurance for you and/or your spouse in increments of \$10,000. You may also purchase life insurance in the amount of \$2,000 for each eligible dependent at minimal cost. (Standard Life Insurance Company).

LONG TERM DISABILITY INSURANCE

The City provides you with a long-term disability (LTD) insurance plan which guarantees that you will receive 60% of your salary, up to a maximum benefit of \$6,000,

following a 90-day waiting period. (Standard Life Insurance Company).

SURVIVORS' INCOME INSURANCE

The City provides you with an insurance policy which gives your eligible survivors a monthly income after your death equal to a percentage of your insured earnings. (Standard Life Insurance).

WORKERS' COMPENSATION INSURANCE

You are provided workers' compensation insurance in accordance with Oregon Revised Statutes.

PUBLIC EMPLOYEES RETIREMENT SYSTEMS (PERS)

The City of Lake Oswego is a member of the Oregon Public Employees Retirement System (PERS). Benefits paid by PERS are funded from two sources:

- member contributions paid on your behalf by the City; and
- employer contributions.

You become vested with PERS when contributions have been made in each of five calendar years.

VOLUNTARY EMPLOYEE BENEFITS ACCOUNT (VEBA)

The City has established a Voluntary Employee Benefits Account (VEBA) to be used for medical expenses pre and post retirement. The City will make a monthly contribution into your account as authorized by IRS Code 501(c)(9). Additional information available in Human Resources.

EMPLOYEE ASSISTANCE PROGRAM

You and your family can receive up to six (6) free confidential counseling sessions per incident per year, as well as other benefits, such as free legal consultation and first time home owner assistance. EAP coverage is provided by uprisehealth.

OPTIONAL BENEFITS

Deferred Compensation – The City offers a deferred compensation plan through MissionSquare Retirement. Your participation in this plan is voluntary, and you will need to make the contributions to the plan(s).

Flexible Spending Account – The City offers a Flexible Spending Account Program after you have been employed with the City for six months. FSA's allow eligible employees to pay for non-covered health related expenses and child care expenses with tax-free income. In addition, you may use the FSA Premium Only Account to help cover the cost of your portion of the City's medical and dental insurance premiums. You do not need to wait six months to participate in the premium only portion.

HOLIDAYS

The City of Lake Oswego recognizes the following paid holidays during the calendar year.

1. Four hours New Years Eve*
2. New Year's Day
3. Martin Luther King's Birthday
4. President's Day
5. Independence Day
6. Labor Day
7. Memorial Day
8. Veteran's Day
9. Thanksgiving Day
10. The Friday Following Thanksgiving Day
11. Four Hours Christmas Eve*
12. Christmas Day
13. Personal Holiday
14. Juneteenth

* *When Christmas Eve or New Year's Eve falls on Monday through Friday. Employees who are scheduled to work during the ½ day holiday shall be credited with four (4) hours of Holiday Pay.*

VACATION

Paid vacation time accrues on a yearly basis as follows:

0-3 years:	12 days (8 hr per month)
4-9 years	16.5 days (11 hrs per month)
10-15 years	21.5 days (14.33 hrs per month)
16-19 years	23.5 days (15.66 hrs per month)
20+	25 days (16.67 hrs per month)

Vacation may be accrued to a maximum of two years with the approval of your supervisor.

Managers and supervisors who do not receive overtime are eligible for four additional vacation days.

SICK LEAVE

Sick leave accrues on a monthly basis at a rate of eight hours per each month worked. Sick leave may be used when you are unable to work due to illness or injury, or to attend a member of the immediate family when they are sick or injured. (Immediate family is defined as spouse, children, mother, father, sister, brother, or other relative residing in your household. Sick leave may be accumulated to 150 days.