

CITY OF PLANO
SUMMARY OF
COMPENSATION AND BENEFITS

Cash Compensation

- A. Compensation Plan - Performance based compensation plan for non-Civil Service employees. It is the City of Plano policy to ensure compensation programs are competitive with the external labor market, and provide internal equity and consistency in the valuation of jobs.
- B. Performance Award Program - Employees may qualify for a performance increase, effective at beginning of each fiscal year. Percentage is established and approved each year by the City Council.
- C. Longevity Pay - After completing 12 full calendar months of service, \$4.00 per month for all months worked. Paid annually in November.
- D. Workers' Compensation - The City of Plano may provide limited salary replacement for up to six months (or 180 days) for job-related injuries of non-Civil Service employees if a physician authorizes such absence.
- E. Unemployment Compensation - Unemployment compensation is provided in accordance with applicable state and federal laws.

Non-Cash Compensation

- A. TMRS (Texas Municipal Retirement System) - Employee contribution is 7% of annual salary with a 2 to 1 matching contribution from the City at the time of retirement (awarded to full time and eligible part time employees).
- B. RSP (Retirement Security Plan) – As the City does not participate in Social Security, the RSP Plan, in part, offsets those benefits provided by Social Security. The City funds 100% of the RSP Plan for eligible full-time employees (awarded to full time employees only).
- C. Social Security - Employees vested in the plan as of the effective date of the City's withdrawal of participation will be eligible for Social Security benefits at retirement.

Medical, Dental and Prescription Drug Benefits

The City provides a comprehensive program of medical, dental and prescription drug benefits to full-time employees and eligible dependents.

Other Voluntary Programs

- A. Vision Plan – Regular full-time employees may purchase a comprehensive policy which provides a benefit for eye examination and materials for employees and qualified dependents.

- B. Group Cancer Insurance - Regular full-time and part-time employees may purchase this policy which provides a benefit upon diagnosis of cancer and 29 other diseases to help offset the cost of treatment and associated expenses. This benefit is in addition to any amount paid by health insurance.
- C. Hospital Gap Plan - Available to regular full-time employees, this plan covers out-of-pocket hospital and doctor expenses such as co-pays and deductibles.
- D. Pre-Paid Legal Services - Regular full-time and part-time employees may purchase this plan which provides access to a network of attorneys for legal services that can include: unlimited telephone consultations, will preparation, contract/document review, property and personal injury recovery assistance.

Life Insurance

- A. Group Life – The City provides each full-time employee with group term life coverage. This policy provides \$10,000 term life coverage with an additional \$10,000 accidental death and dismemberment. The City funds all the costs associated with this benefit.
- B. The City provides additional life insurance coverage to offset the Social Security survivor’s benefits. Terms of this coverage are as follows:

<u>AGE</u>	<u>AMOUNT</u>	<u>MAXIMUM BENEFIT</u>
Under 50	4 x annual salary*	\$500,000
50-64	3 x annual salary*	500,000
65-69	2 x annual salary*	500,000
70-74	1 1/3 x annual salary*	500,000
75+	1 x annual salary*	500,000

*The result rounded to the next higher thousand.

- C. Optional Life Insurance - An employee who has reached age 50 or is making \$25,000 or less annually may purchase (payroll deduction) supplemental life insurance equal to 1 x’s annual salary. Rates vary based upon age.

Long Term Disability

The City provides Long Term Disability insurance for all active, full-time employees for non-work related illness and/or injury up to 40% of pre-disability earnings. Employees have the option to purchase an additional 10% or 20% of pre-disability earnings coverage.

Paid Leave Benefits

- A. Holidays - The following are paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Winter Holiday (1)
Labor Day	
- B. Vacation - Vacation days are earned on the following basis:

Full-time employees:

<u>LENGTH OF SERVICE</u>	<u>HOURS EARNED PER MONTH</u>
1-10 years	10 hours
11-19 years	12 hours
20 years or more	16 hours

Employees who have completed 90 days of employment will be paid for accrued vacation upon termination.

Regular part-time employees:

Part-time employees will accrue vacation time at a rate proportionate to the number of hours worked per week.

- C. Sick Leave - All regular full-time employees earn 10 hours of sick leave per month. Civil Service employees are paid for up to 720 hours or equivalent accrued sick leave upon termination.

Non-Civil Service employees will be eligible to receive pay for unused sick leave upon termination according to the following schedule.

<u>YEARS OF SERVICE</u>	<u>MAXIMUM POSSIBLE HOURS ACCRUAL OF SICK LEAVE</u>	<u>% PAYMENT</u>	<u>MAXIMUM HOURS ELIGIBLE TO BE PAID</u>
Less than 5	0-480	0	0
5	600	50	300
6	720	60	432
7	840	70	588
8	960	80	720
9	1080	90	720
10 & over	1200 & over	100	720

- D. Bereavement Leave - Employees may be granted up to three days of paid leave per calendar year in the event of a death within the employee's immediate family.
- E. Military Leave - Military leave will be granted in accordance with applicable state and federal laws.
- F. Administrative Absence with Pay - Employees may be granted administrative absence with pay for such activities as jury duty, conferences, conventions, legislative proceedings, civic functions or voting in official elections.

Other Benefits

- A. Deferred Compensation – The City offers an optional 457 deferred compensation program. Employees may authorize a portion of their salary to be withheld and invested for payment upon retirement. Deferred amount and earnings are subject to federal income tax at time of disbursement.

- B. Flexible Spending Account Program - Regular full-time and regular part-time employees may set aside pre-tax contributions from their paycheck to pay for IRS allowable medical and dependent care expenses through a flexible spending account.
- C. Tuition Reimbursement - All full-time and part-time employees who have completed their probationary periods are eligible to apply for tuition for job-related training or course work for an approved degree plan.
- D. Employee Assistance Program – Full-time employees covered by the Health Plan and their covered dependents are eligible for voluntary, confidential counseling through an outside employee assistance group.