

The City of Flagstaff and NAPEBT are pleased to offer a comprehensive and competitive benefit package for full-time and part-time employees working a minimum of 20 hours per week.

This brochure is intended to provide a general summary of benefits. For more detailed information, please visit [www.napebt.com](http://www.napebt.com).

## GROUP HEALTH INSURANCE

Health, dental, vision, and life insurance are provided to benefit eligible employees and eligible dependents including a domestic partner and his/her eligible dependent children. All eligible employees are entitled to group health care on the first day of the month following 30 days of continuous employment. Short Term & Long-Term Disability benefits are also provided.

**Health Coverage** - Health Care is administered by Blue Cross Blue Shield of Arizona. The City is pleased to offer three health plans including a High Deductible Health Plan.

The plans offer a \$500/750/1250 single and a \$1000/\$1500/\$2500 family deductible. The plans also provide a mail order prescription drug program which is a three month supply for a two month co-pay. The cost of coverage may be viewed by visiting [napebt.com](http://napebt.com).

Those employees who choose the High Deductible Health Plan may enroll in the Health Savings Account (HSA). The HSA is a tax-advantaged account used to pay medical, dental, vision, Rx and over-the-counter medically necessary supplies funded by pre-tax contributions. The City contributes annually to your personal Health Savings Account or Flexible Spending Account.

The City provides a subsidy towards coverage for eligible dependents and the employee costs is pre-taxed through convenient payroll deductions. Exception: Pre-Tax deductions may not apply for a domestic partner and the children of a domestic partner if they are not tax-code dependents.



Deferred Compensation - A 457 Retirement Plan. Is available and employees are encouraged to make additional pre-tax contributions of their own through convenient payroll deductions.

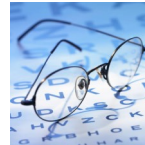


### Flexible Spending Account -

An FSA is a smart simple way to keep more of your take home pay while saving thousands of dollars on your medical and dependent care expenses. You save money because you don't pay taxes on the pre-tax money you set aside.

**Dental Coverage** - The City provides coverage to the employee at no cost and dependent coverage is at the employee's expense. Dental care is provided by Delta Dental Arizona. The plan provides 100% routine/preventative, 80%, for basic services, 60% for crowns and 50% for major services with a maximum coverage of \$2000 per person per year. A summary of the dental benefits may be viewed at [napebt.com](http://napebt.com). Orthodontia treatment is provided up to a lifetime maximum of \$1000 per person. Orthodontia services applies only to children between the ages of 8 and 18.

**Vision** - Vision Care is provided by Vision Service Plan (VSP). An exam is provided every 12 months at no cost for the employee and eligible dependents. A \$15 co-pay is required for exams. A buy-up option is available for lenses or contact lenses which are provided every 12 months and frames every 24 months. A \$25 co-pay is required for prescription glasses and there is no co-pay for contact lens.



**Basic Life & AD&D Coverage** Employees are provided at no cost, basic life insurance & AD&D coverage in the amount of their current annual salary.

**Voluntary Life Insurance** - Employees may purchase additional life insurance at their own expense through convenient payroll deductions. The cost of coverage is age rated and there is a guaranteed maximum amount of \$100,000. You have the option to purchase coverage in excess of the guaranteed amount up to \$500,000 or 5 x your annual salary,

## BLUE CROSS BLUE SHIELD MEDICAL PLAN OPTIONS

Summary of Benefits	Buy-Up		Base		HDHP/HSA	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Deductible</b>						
Individual	\$500	\$1000	\$750	\$1,500	\$1,250	
Family	\$1,000	\$2,000	\$1,500	\$3,000	\$2,500	
<b>Coinsurance</b>	20%	40%	20%	40%	20%	40%
<b>Maximum</b>						
Individual	\$4,000	\$6,500	\$4,250	\$7,000	\$4,000	\$6,000
Family	\$8,000	\$13,000	\$8,500	\$14,000	\$8,000	\$12,000
<b>Office Visit</b>	\$25 PCP \$35 SPEC	40%	\$35 PCP \$45 SPEC	40%	20% after ded.	40% after ded.
<b>Inpatient-Hospital</b>	20% after ded. \$100 access fee	40% after ded. \$100 access fee	20% after ded. \$100 access fee	40% after ded. \$100 access fee	20% after ded. \$100 access fee	40% after ded. \$100 access fee
<b>Outpatient Services</b>	20% after ded.	40% after ded.	20% after ded.	40% after ded.	20% after ded.	40% after ded.
<b>Emergency Room</b>	\$100 then 20% after ded.	\$100 then 20% after ded.	\$150 then 20% after ded.	\$100 then 40% after ded.	\$100 then 20% after ded.	\$100 then 20% after ded.
<b>Urgent Care</b>	\$50	40%	\$75	40%	20% after ded.	40% after ded.
<b>CVS Caremark RX</b>	\$5/35/55/105 \$10/70/110/210	Not covered	\$5/35/55/105 \$10/70/110/210	Not covered	20% after ded.	Not covered

**Long Term Disability** - The Long Term Disability benefit provides coverage in the event of an injury or illness and the benefit is sponsored by the Arizona State Retirement System. ASRS members are eligible to receive benefits after a six month waiting period has been satisfied. The Plan requires mandatory enrollment. The City contributes 0.24% and eligible employee contributes 0.24% of their gross



**Short Term Disability** - The Short Term Disability benefit provides coverage in the event of an injury or illness, and serves as a bridge to Long Term Disability. Benefit is up to 60% of annual gross income. The benefit is employee paid through payroll deductions. Long Term Disability benefit is available for PSPRS members. This is also voluntary and paid through payroll deductions. Long Term Disability has a 6-month waiting period.

For more information on any of these benefit plans, please refer to the Summary Plan Description at [www.napebt.com](http://www.napebt.com)

## EMPLOYEE WELLNESS

**Employee Assistance Program (EAP)** - The City recognizes that employees may have the need for personal counseling at some time or another. Six free sessions per calendar year are available to employees and dependents through this program. Additional sessions may be covered through group health insurance.

**Annual Wellness Assessment** - In an effort to ensure good health for employees, the City promotes a Wellness Program and provides a complete wellness assessment at no cost. The assessment includes screening for cholesterol, blood test, blood pressure, body fat analysis and voluntary participation in other wellness activities.

**Flu Shots** - The City provides flu shots for employees and eligible dependents on an annual basis during the fall/winter months.



**Mobile On-site Mammography** - Baseline mammograms start at age 35-39 and most insurance plans cover women every year over 40 year's of age. Patients under 35 must provide a doctor's referral. A mobile on-site mammography screening is provided at no cost for women over the age of 40 and women of high risk.

**Repetitive Motion Therapy** - Free professional upper-body massages are offered to employees in an effort to prevent repetitive motion injuries.

**Tobacco Cessation** - The City is dedicated to encourage healthy lifestyle choices for all employees, therefore a tobacco cessation program provides up to \$400 reimbursement towards the cessation program, products and related assistance. The reimbursement schedule for a participant is 100% for the first 3 attempts. The reimbursement schedule for a non-participant is 75% for the 1st attempt, 50% for the 2nd attempt and 25% for the 3rd attempt.

## LEAVES AND HOLIDAYS

**Holidays** - Employees are paid for 11 holidays per year, which includes one floating holiday that may be used anytime during the calendar year. There is no carry-over of the floating holiday to the next year. Holidays that fall on a Sunday shall be

observed on the following Monday. Holidays that fall on a Saturday shall be observed the preceding Friday.

**Sick Leave** - Employees accrue 12 paid sick leave days per year. Six of these days are available immediately if you or your dependent(s) become ill.

**Vacation** - Employees must serve a minimum of six months with the City to be eligible to take accrued vacation. City employees earn paid vacation per the schedule below.

Tenured part-time employees earn vacation on a pro-rated basis.

**Bereavement** - Employees are provided up to five days of paid leave, per occurrence, for the death of an employee's immediate family member (as defined in the Employee Handbook).

Classified	Exempt	Days earned per year
1-4		11
5-9		13
10-14	1-4	16
15-19	5-9	18
20-24	10-14	21
25-29	15-19	23
30+	20-24	26
	25-29	28
	30+	31

**Jury Duty** - The City encourages employees to perform their civic duty by serving jury duty. An employee who is required to serve as a juror shall receive full compensation providing the employee submits the pay received for jury duty services.

**Military Training & Leave** - Thirty days of training leave will be paid for military or National Guard duty during a two year period. Pay from both the City and military may be kept by the employee. An employee on military leave retains rights to reemployment up to five years.

**Family and Medical Leave**—The family and medical leave act of 1993 (FMLA) as amended provided eligible employees with up to 12 work weeks of job protected unpaid leave in a single 12 month

period for the birth or adoption of a child; care of a child, spouse, or parent who has a serious medical condition; or the employees own serious health condition; or to take care of military related "qualifying exigencies" of a family member. FMLA also provides eligible employees with up to 26 workweeks of job protected unpaid leave in a single 12 mo. Period to care for a covered member of the Armed Forces or covered veteran with a serious injury or illness. To view the full length FMLA policy visit: <http://www.flagstaff.az.gov/index.aspx?NID=1697>

You may view further information at: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

**Leave Without Pay** - An employee may take leave without pay for up to one year for health, personal or educational reasons with approval of the City Manager.

**Retirement** - Employees are members of the Arizona State Retirement System (ASRS) or Public Safety Retirement System (PSPRS) and enrollment in the retirement plan is mandatory for employees who meet eligibility requirements. The required employee contribution for non-commissioned personnel is currently 11.3% and the City contribution is 11.3%. The required contribution for Fire personnel is currently 10.35% and the City contribution is 44.99%. The required contribution for Police personnel is currently 10.35% and the City contribution is 32.87%. ASRS members become vested after five years of continuous service and PSPRS members become vested after one year of continuous service.

The City provides a retiree program in which the employee may continue their group medical and dental coverage for the retiree, spouse and eligible dependent children until the retiree attains age 65 or becomes Medicare eligible. A subsidy of up to \$150 for single coverage and up to \$260 for family coverage is provided by ASRS or PSPRS. In order to receive the subsidy, the ASRS member must have five years of continuous service and the PSPRS member must have one year of continuous service.

## EMPLOYEE BENEFITS



## SERVICE AT A HIGHER ELEVATION

City of Flagstaff

211 W. Aspen

Flagstaff, Arizona

Equal Employment Opportunity Employer