

**PERSONNEL POLICIES AND GUIDELINES
CITY OF CLAY CENTER, KANSAS**

ARTICLE F. OTHER EMPLOYEE BENEFITS

F-1. Retirement - OASDI Benefits. All eligible employees of the city are under the federal OASDI social security system, and receive the benefits thereof in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the city and the employee, with the employee contribution subject to payroll deduction.

F-2. Retirement - KPERS Benefits. All eligible employees of the city are members of the Kansas Public Employees Retirement System (KPERS) and receive the benefits thereof in accordance with state laws and guidelines. Under current law, KPERS members contribute four percent of salary, by payroll deduction. The employer's share is determined by KPERS, and varies annually.

F-3. Retirement Date. The federal Age Discrimination in Employment Act shall be the policy for city retirement. Normal retirement benefits under KPERS and OASDI accrue at age 65.

F-4. Workers' Compensation Benefits. All employees of the city receive the benefits of the Kansas Workers' Compensation Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.

F-5. KPERS Death and Disability Benefits. All employees who are contributing members of KPERS are eligible for the insured death and disability benefits provided by KPERS, which is supplemental to the regular KPERS benefits. The cost of this benefit is paid entirely by the employer. This insured death and disability benefit begins on the first day of employment, whether or not the employee is a contributing member of KPERS.

F-6. Unemployment Compensation. All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.

F-7. Life Insurance. In addition to the death benefits provided under OASDI and KPERS, the city makes available to each employee the option of purchasing group life insurance approved by the city, on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

F-8. Health Care Program.

- (a) All full-time employees shall be eligible for the city's group health care insurance program on the first day of the month following the initial date of employment. Participation in such group insurance shall be on a voluntary basis. An employee shall be required to file with the city clerk a written statement which will state in substance whether he or she elects to be covered by such insurance. A part-time employee who becomes a full-time employee shall be eligible for group health care insurance as of the date of change in employment status. For regular part-time employees, the city may pay up to one-half (1/2) of the cost of the employee's premium.
- (b) The city's paid participation in the group health care insurance plan shall be the amount necessary to pay the cost of the employee's benefits and family plan.
- (c) When a part-time employee is required to contribute because of participation in the city's group health care program the amount of such contribution shall be a payroll deduction. The written statement filed with the city clerk by every employee participating in such program shall constitute authorization for the deduction.
- (d) City shall pay for an employee's health care insurance while the employee is at work or on authorized leave with pay. The City shall continue, for up to six months, to pay for an employee's health care insurance while the employee is on authorized leave without pay. All costs for health care insurance shall be paid by the employee, after the employee has been on authorized leave without pay for six months, during any period the employee is on suspension without pay, is on unauthorized absence or is participating in any unlawful work stoppage.
- (e) An employee who is temporarily disabled and has been receiving Workers' Compensation for six months,

shall be eligible for continued participation in the City's health care plan, upon payment of all the costs thereof by the employee. In the event no additional Workers' Compensation is due to the employee, health care insurance may be extended to the employee, at the option of the City, upon payment, by the employee, of all the costs thereof.

- (f) No employee shall be entitled to a cash payment in lieu of health care insurance coverage.
- (g) Retirees of the city, under age 65, shall be eligible for continued participation in the city's health care plan, upon payment of all the costs thereof, in accordance with the provisions of K.S.A. Supp. 12-5040. In addition the city complies with those provisions of the federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan coverage upon termination of city employment.

F-9. Uniforms. Full-time members of fire department, waste water department, refuse department and members of the police force shall be attired in uniforms provided by the city. Street Department employees may be attired in uniforms provided by the City with the expense shared equally by the City and the employee. Parks department employees receive \$100.00 per year clothing allowance.