



## Non-Represented Benefit Package 2024

### SALARIES & PAY INCREASES

- Cost of Living Increase (COLA) on January 1, 2024 at 3.1%
- Seven salary steps
  - First step increase after passing 6-month probation
  - Annual step increase until reaching top step (7)

### WORK SCHEDULES & OVERTIME

- Flexible work schedules and hybrid work options may be available depending on job duties and department
- Overtime for non-FLSA exempt positions is compensated at the rate of time and one-half for hours worked outside of a regularly scheduled work week
- Compensatory Time: Non-FLSA exempt employees have option to receive comp time for overtime hours worked

### PAID TIME OFF (PTO)

- Full-time employees are entitled to paid time off as outlined by the following schedule (maximum yearly carryover/payout is based on length of service):

Length of Service	Hours Per Year	Hours Per Month
0 months – 4 years	144	12
5 years – 9 years	168	14
10 years – 14 years	204	17
15 years – 19 years	228	19
20+ years	264	22

- Employees who are FLSA exempt will be granted Administrative Leave in addition to PTO
  - Department heads: 80 hours per year
  - Managers/Supervisors/City Clerk: 40 hours per year
- Bereavement: up to 24 hours for death of an immediate family member
- Holidays
  - 11 identified holidays plus 3 floating holidays (floating holidays prorated upon start date)
- Paid Family and Medical Leave: State provided benefit

## RETIREMENT

- Washington Public Employees Retirement System (PERS)
- Washington Law Enforcement Officers and Firefighters (LEOFF)
- Optional deferred compensation plan offered through the State of Washington or VOYA

## HEALTH INSURANCE

- **Medical Insurance:**
  - Employees may elect to cover domestic partners on insurance if certain criteria are met
  - Regence or Kaiser plans
    - Employee only and various Family plans available – premiums range from \$90.78 -300.48/monthly
- **Dental Insurance:** Delta Dental, Kaiser, or Willamette plans (City covers premium)
- **Vision Insurance:** VSP (City covers premiums)
- **Employee Assistance Program (EAP):**
  - Offers confidential advice and support to real-life issues. The work-life services include confidential counseling, financial help, legal services, eldercare services, grief/loss

## ADDITIONAL BENEFITS

- The City offers the following additional benefits:
  - Life Insurance
    - City provides up to a \$50,000 life insurance policy at no cost to its employees (1x employee's annual salary)
    - Supplemental life insurance options for employee and spouse/domestic partner
  - Optional pre-tax supplemental benefits through American Fidelity such as flexible spending, accident/cancer/disability/hospital insurance
- Dual Insurance Incentive:
  - Incentive for not enrolling qualified spouse/domestic partner and/or dependents on medical insurance due to having other coverage – incentives range from \$162.34-\$696.40/monthly
- Fitness rooms:
  - Available for all City employees to use at any time and for family members (over the age of 18) to use during non-business hours

## PROFESSIONAL DEVELOPMENT

- The City offers training and education opportunities including travel expenses and payment for membership in professional organizations, as well as tuition reimbursement in accordance with City policy.

## WELLNESS PROGRAM

- The City encourages all employees to pursue a healthy lifestyle. The City's wellness program is designed to promote: a healthy diet, consistent exercise, financial wellness, mental well-being, giving and regular health screenings.
- At times throughout the year, the City will offer various wellness activities for voluntary employee participation.