

BENEFITS FOR MANAGEMENT STAFF

Objective:	To define and describe employee benefits for management staff other than those benefits described in Administrative Policies 03-04, 03-05, 03-06, 03-07, 03-13, 03-15, 03-16, 03-18, and 03-20.	Policy/Procedure Number:	03-01
Reference: <i>(All Applicable Federal, State and Local Laws)</i>	Personal/Disability Leave Policy established February 16, 1988; Resolution No. 505 of 1990 as amended by Resolution No. 318 of October 5, 1992; an updated list of management staff positions available on the web of Personnel Department and/or upon request from the Personnel Department.	Effective Date:	March 4, 1997
		Responsible Department:	Personnel
		Modified Date (s):	July 2, 2013 April 9, 2002
Legislative Policy Statement:	It is the policy of the Tompkins County Legislature to provide County Management Staff with non-salary benefits including provision of leave time and terminal pay.	Resolution No.:	2013-101
General Information:		Next Scheduled Review:	July 2018

I. Definitions:

II. Policy:

III. Procedure:

I. Personal Leave

- a) Each continuing full-time management employee shall be credited with six (6) days of personal leave on the first day of the first payroll period of each year.
- b) Each management employee hired after the first pay period of the calendar year shall be credited with one (1) day of personal leave per month for their first six (6) months of employment or until the first payroll period of the next calendar year.
- c) Personal leave may be used for any reason. Requests for personal leave should be submitted for approval to the immediate supervisor at least 24 hours in advance whenever circumstances permit. This leave shall not be unduly denied; however, the supervisor shall have the right to limit the number of employees on leave at any one time.
- d) Management employees' personal leave will accumulate to a maximum of (12) days.
- e) Employees on unpaid leave of absence shall not accumulate personal leave time during the unpaid leave.
- f) Any personal leave benefits will be prorated for employees working less than full time.

Notwithstanding any of the above, all employees appointed on a permanent or provisional basis to work less than 33 percent of the time on an annualized basis (86 work days per year) shall not receive personal leave time.

II. Disability Leave and Sick Leave

- a) Disability leave covers personal illness documented by a doctor's, dentist's or eye doctor's note explaining the illness or incapacity and the expected length of absence. Disability leave is granted with full pay at the

employee's regular rate. Disability shall be credited to each employee on the adjusted hire date as follows, based on total length of all service:

- Less than five years—75 days
- At least five years—115 days

For the first occurrence per calendar year, the first three days of any period of inability to work must be covered by another fringe unless it is caused by scheduled or emergency surgery, or by emergency hospitalization. For any additional occurrence of the same illness in the same calendar year, the first day of inability to work must be covered by another fringe unless it is caused by scheduled or emergency surgery, or by emergency hospitalization.

If an employee is restricted to part-time work by a physician, the employee shall be entitled to part-time disability time off after the equivalent of three part-time days have been covered by another fringe for the first occurrence in a calendar year and one part-time day equivalent for each additional occurrence of the same illness per calendar year.

- b) Requests for paid disability must be made by submitting a completed **Claim for Benefits** form to the Personnel Department no later than 9:30 AM, on the Monday following the end of a pay period in which disability is requested. Due to the tight time frame for processing payroll, it is necessary to establish a firm cutoff date and time. A completed claim form must be submitted for every pay period that disability is claimed. In no instance will disability be granted for periods prior to a doctor's visit. Failure to submit a Claim for Benefits form by 9:30 AM the Monday following the end of the pay period may result in the denial of disability payment for the pay period in question. It is the employee's responsibility to ensure that the completed claim form is submitted to the Tompkins County Personnel department no later than 9:30 AM on the Monday following the end of the pay period in which disability is requested. If Monday in the pay period following is a holiday, it is the employee's responsibility to ensure that the form is here prior to the Monday holiday or have the physician fax the form on Monday. Personnel will accept a facsimile of the completed Claim for Benefits form from the physician's office to the Tompkins County Personnel Office. The Personnel Department fax number is (607) 274-5401. It is not the responsibility of the Personnel department to contact a treating physician's office to ensure timely receipt of the Claim for Benefits form.
- c) Employees may use existing sick leave entitlements earned prior to the implementation of this policy up to a maximum of five (5) days prior to needing a doctor's statement. The employee may also use remaining sick leave entitlements to extend exhausted disability benefits.
- d) An employee's total disability days off may not exceed the above totals in any consecutive 52 week period. Further, employees returning from disability leave who have exhausted their disability benefit shall be required to work six (6) consecutive months before being eligible for disability leave again.
- e) Disability leave shall not accrue while an employee is on disability leave or on any unpaid leave of absence.
- f) The County may provide the above disability leave insurance either through self-insurance or a private insurance carrier.
- g) The County shall have the right at its discretion to verify the report of an attending physician concerning the illness or disability of an employee and to require the employee to be examined, at the County's expense, by another physician selected by the County to determine the nature and extent of the illness or disability. As a result of such physician's statements and examinations, the County may approve or deny an employee's disability leave request and establish limits and conditions for any further approval of disability leave connected with the same illness or disability.

- h) Disability leave benefits will be prorated for employees working less than full time. Any employee appointed on a permanent or provisional basis to work less than 33 percent of the time on an annualized basis (86 work days per year) shall not receive disability leave pay.

III. Vacation

Full-time employees are eligible to take paid vacation after six months employment with the County. Nevertheless, employees shall start to accumulate vacation credit as of their date of employment:

TOTAL YEARS OF SERVICE WITH COUNTY

Accrued Vacation Maximum

<u>At Least But Less Than</u>		<u>Granted/Year</u>
1 mo.	5 yrs.	10
5 yrs.	8 yrs.	15
8 yrs.	10 yrs.	16
10 yrs.	12 yrs.	17
12 yrs.	14 yrs.	18
14 yrs.	15 yrs.	19
15 yrs.		20

Employees with accumulated vacation equal to three (3) years of vacation entitlement will stop accumulating vacation time and will start accumulating when the vacation balance goes below the three (3) year maximum accumulation.

All vacation calculations are prorated for part-time employees.

IV. Longevity Payments

Upon completion of:	
10 – 14 yrs of service	\$400
15 – 19 yrs of service	\$450
20 – 24 yrs of service	\$500
25 yrs or over	\$550

These payments shall be made during the payroll period following the anniversary date.

V. Health Insurance

- a) The employees shall be covered under the Greater Tompkins County Municipal Health Insurance Consortium. The employee shall be provided the option of enrolling in one of the County’s Health Insurance Plans as currently constituted and as amended in the future by Federal, State, or Local Law. When new employees are hired, they will be given a copy of the available plans by the Personnel office.
- b) All employees who participate in a Health Care Plan provided by Tompkins County automatically pay their share of the premium with before-tax dollars. If the employee prefers to pay on an after-tax dollars basis, the employee must complete a Select Benefits form to elect that option during open enrollment each year.
- c) The County shall pay 80% of the Health Insurance Premium for Single and Family coverage for participating employees. Participating employees will pay 20% of the Health Insurance Premium. This provision applies to employees hired to work

50% of the standard work week of the position. To offset the cost of moving from an employee premium share of 15% to 20%, the County will (on an annual basis) deposit an amount equal to that 2001 cost, into a Voluntary Employee Benefit Account (VEBA) for each participating employee-authority under IRS Code 105(c)(9). The yearly VEBA deposit will increase or decrease by the same percentage that the annual Health Insurance Premium increases or decreases.

1. Employees who are not enrolled in health insurance through Tompkins County are not eligible for a VEBA payment.
 2. Any employee hired after 1/1/2001 will become eligible for a VEBA payment on January 1 following 5 years of continuous service after 1/1/01 provided they are otherwise eligible.
 3. Employees on an unpaid leave of absence, whose health insurance is cancelled either by request or for nonpayment, will be eligible for a VEBA payment on January 1 following their return to work provided they are otherwise eligible.
- d) Employees must sign up for Medicare as soon as eligible.
- e) The County's share and the employee's share of health insurance premium for retired employees is determined according to a formula in existence when the health insurance was switched from the State Fund Plan to the Central New York Blue Cross/Blue Shield Option II Plan in 1983. Details of this coverage are available from the Personnel Office.

VI. Compensatory Time

- a) An employee may accumulate a maximum of three (3) weeks equivalent of their work week of compensatory time on a rolling bank basis to be used during their employment.

VII. Terminal Pay

- a) An employee who resigns, is laid off, or retires shall be entitled to receive the following:
- 1) Up to three (3) years' earned and unused vacation time, one (1) year's earned and unused personal time, and any earned and unused holiday time and compensatory/discretionary time provided that the employee gives ten (10) working days notice to the Commissioner of Personnel in the instance of resignation or retirement and that the employee works at least ten (10) days following such written notice.

Notwithstanding the terms outlined above and notwithstanding Policy 04-02, effective July 1, 2014, unused compensatory time will not be paid at time of separation of service.

In the event of layoff, the employee shall be entitled to these benefits, provided that the employee either works until the final day designated by the department head, or provides such ten (10) days notice to the Commissioner of Personnel. Payments for personal leave time and vacation time at the time of termination do not apply to any specific time and cannot be used to extend the termination date.

- 2) The only date that will be used to determine if the employee has given the notice required above will be the date the resignation letter is received by the Commissioner of Personnel.
- 3) Payments for up to one year's unused personal and all unused vacation time shall be paid to an employee's estate in the event of the employee's death.
- 4) An employee discharged for cause by the County is not eligible

- for any of the above payments at the time of such discharge.
- 5) All of the above payments shall be prorated for employees working less than full time, except those employees who are hired to work less than 33 percent of the time on an annualized basis (equals 86 working days per year) shall not be entitled to personal leave time, disability, sick leave or vacation.
 - 6) An employee who is retiring from County service who is eligible for and elects to take retirement under the New York State and Local Employee Retirement System shall be eligible to use any earned but unused sick hours as a credit against the employee's share of health insurance in retirement. All sick time entitlement will also be credited to the employee as additional retirement credit pursuant to Section 41-J of the Retirement Law.

VIII. Other Entitlements

Any fringe benefit entitlement or definition not specifically contained in this Policy shall apply to management employees as it applies to CSEA white collar employees.