



City Council  
January 9, 2012

Adjourned City Council Meeting

Presentations:

1. Tax Cap Legislation: Impact on Watertown's Upcoming Budget

Mary Corriveau, City Manager and James Mills, City Comptroller

Discussion Items:

1. Utility Manager Position

Kurt Hauk, City Engineer, Gary Pilon, Water Superintendent, and  
Michael Sligar, Chief Waste Water Treatment Plant Operator

2. Management and Management Confidential Benefits Policy

January 6, 2012 memorandum from City Manager Mary M. Corriveau

January 6, 2012

To: The Honorable Mayor and City Council  
From: Mary M. Corriveau, City Manager  
Subject: Management and Management Confidential Benefits Policy

At the request of the City Council, an amendment to the City's Benefits Policy for Management and Management Confidential Employees has been prepared that increases the contribution that will be made by new hires covered by the policy to 25% of the annual health insurance premium expense. Additionally, as I shared with the City Council, Section B. of this document was in need of some changes to more clearly spell out the Health Insurance Benefits. Robert J. Slye, City Attorney and I reviewed this Section and have rewritten it for City Council review. A document containing the new Section B. Health Insurance is attached for your review.

It has been a number of years since the position listing contained in Section L of this document have been reviewed. I am recommending the following changes be made to update to reflect current titles:

Upper Level Management:

Add: Information Technology Manager  
Utility Manager  
Superintendent of Parks and Recreation

Remove: Assistant City Manager

Change: Purchasing Agent to Purchasing Manager

Mid Level Management and Management Confidential:

Add: Accountant  
Confidential Assistant to City Manager  
Parks and Recreation Program Manager

Remove: Assistant Planner  
Automotive Mechanic Supervisor  
Deputy City Comptroller

Refuse Collection Supervisor  
Sewage Treatment Plant Operations Supervisor  
Superintendent of Parks and Recreation  
Stenographic Secretary (Managers' Office)

In discussing the proposed changes with Department Heads earlier this week, I was asked to share with the City Council that the Department Heads would like the Council to consider increasing the number of sick and vacation days that can be sold and put into the employee's deferred compensation plan from three (3) to five (5).

# Proposed Modifications to Health Insurance Language

## B. Health Insurance

1. The City provides medical insurance plans to eligible employees and their dependents. The City is self insured for Health Insurance. A copy of the benefits coverage has been supplied to individuals covered by this policy.

### Active and Retiree Health Insurance

2. Health Insurance premium co-pays are as follows:

i. Effective 1/1/03

1. Single coverage, Employee pays \$25 less than family coverage, bi-weekly.
2. Family coverage, Employee pays 25% of difference between individual and family coverage, biweekly.

**ii. Effective 1/1/12 – All employees initially appointed to Upper Level Management, Mid-Level and Management Confidential positions will pay 25% of the health insurance premium.**

iii. Employees hired on or after July 1, 1983, will be required to continue their health insurance premium co-pays, as listed above, into retirement.

3. Upon the death of an active or retired employee, the surviving spouse is responsible for all premium expenses. Should the surviving spouse remarry, coverage is no longer available under this plan, except as provided under COBRA.

### Retiree Health Insurance

4. Notwithstanding the date of hire, employees promoted to Mid Level and Management Confidential Positions, the City's obligation to pay its share of insurance premium for a retired employee shall cease when the employee dies.

5. For employees initially hired after January 1, 1996, the City's obligation to pay its share of insurance premium on behalf of the retired employee shall cease when the employee attains Medicare eligible age, or dies, whichever comes first.

6. For employees hired on or after July 1, 1983 who are promoted to Upper level on or after August 12, 2000, once the retired employee attains Medicare eligible age, the City is obligated to pay 80% of the insurance premium for the retired employee and the retired employee is responsible for paying 20% of the insurance premium. This requirement applies to both individual and family coverage.

7. For employees initially hired or employees promoted to Upper Level, Mid Level and Management Confidential positions after January 1, 1996, post - retirement medical insurance paid for by the City to age 65 shall not be available if an employee or his/her spouse has available comparable paid health insurance from any source other than the City (excepting Medicare). The retired employee shall have the duty to demonstrate to the City, in written form, that comparable coverage is not available. Any dispute as to what constitutes "comparable" coverage shall be referred to a mutually acceptable impartial arbitrator for determination or adjustments, as the case may be.



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## City of Watertown Benefits Policy Management and Management Confidential Employees

### A. Benefits Policies

1. Benefits policies are established for the health and welfare of City employees. All management and management confidential employees receive benefits. Some benefits are the same for all employees. Some are accrued based on years of service and some are based on original hire date with the City of Watertown.

2. In support of the overall wellness of the City's Management and Management Confidential Employees, the City will implement a wellness program. It is anticipated that this program will benefit both the City of Watertown and its employees by increasing employee productivity and moral, while at the same time reducing health insurance costs and sick leave utilization.

### B. Medical Insurance

1. The City provides medical insurance plans to eligible employees and their dependents. The City is self insured for Health Insurance. A copy of the benefits coverage has been supplied to individuals covered by this policy.

2. Health Insurance premium co-pays are as follows:

- i. Effective 1/1/02
  1. Single coverage, Employee pays \$23 less than family coverage, bi-weekly.
  2. Family coverage, Employee pays 25% of difference between individual and family coverage, biweekly.
- ii. Effective 1/1/03
  1. Single coverage, Employee pays \$25 less than family coverage, bi-weekly.
  2. Family coverage, Employee pays 25% of difference between individual and family coverage, biweekly.
- iii. Employees hired on or after July 1, 1983, will be required to continue their health insurance premium co-pays, as listed above, into retirement.
- iv. Upon the death of the employee, the surviving spouse is responsible for all premium expenses. Should the surviving spouse remarry, coverage is no longer available under this plan.

3. Employees Initially Hired after January 1, 1996; the City's obligation to pay its share of insurance premium to a retired employee shall cease when the employee attains Medicare eligible age, or dies, whichever comes first.

4. Employees hired on or after July 1, 1983 who are promoted to Upper level on or after August 12, 2000; once a retired employee attains Medicare eligible age, the City is obligated to pay 80% of the insurance premium for the retired employee and the employee is responsible for paying 20% of the insurance premium. This requirement applies to both individual and family coverage.

5. For employees promoted to Mid Level Management Positions; the City's obligation to pay its share of insurance premium to a retired employee shall cease when the employee dies.

6. Employees initially hired or employees promoted to upper level and mid level Management positions after January 1, 1996, post - retirement medical insurance paid for by the City to age 65 shall not be available if an employee or his/her spouse has available comparable paid health insurance from any source other than the City (excepting Medicare). The employee shall have the duty to demonstrate to the City, in written form, that comparable coverage is not available. Any dispute as to what constitutes "comparable" coverage shall be referred to a mutually acceptable impartial arbitrator for determination or adjustments, as the case may be. In the event alternative health coverage shall end within the coverage period, the employee shall be entitled to City coverage for the period remaining until age 65 or until death, whichever comes first.

#### C. Retirement Plan

1. The City of Watertown participates in the New York State Employees' Retirement System and is required for all full-time employees.

#### D. Holidays

1. The City of Watertown observes the following holidays:

New Year's Day	Martin Luther King's Birthday	President's Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day
Day After Thanksgiving	Christmas Day	

2. When holidays fall on Saturday, employees shall be given time off on the preceding Friday. When holidays fall on Sunday, employees shall be given time off on the following Monday.

#### E. Vacations

1. The City provides annual paid vacation and vacations are administered and scheduled to meet the requirements of the City and whenever possible, the convenience of the employee.

2. Vacations shall be scheduled with consideration of other employees' requests.

3. Vacation accrual is based on hire date and years of service; accrual begins on the hire date.

4. Employees accrue vacation at the following rates:

##### Employees Hired Prior to January 1, 1996

- a. 1 through 3 years inclusive - accrual rate 18 days per year
- b. 4 through 6 years inclusive - accrual rate 21 days per year
- c. 7 through 11 years inclusive - accrual rate 24 days per year
- d. 12 through 17 years inclusive - accrual rate 27 days per year
- e. 18 or more years - accrual rate 30 days per year

##### Employees Hired or Promoted to Upper Level Management After January 1, 1996

- a. 1 through 5 years inclusive - accrual rate 10 days per year
- b. 6 through 10 years inclusive - accrual rate 15 days per year
- c. 11 or more - accrual rate 20 days per year

5. Employees may carry over from one fiscal year to the next a maximum of ten (10) days.

6. Employees no longer in the employ of the City of Watertown will be paid for any unused vacation accrued.

7. Employees may convert up to three (3) vacation days per year to deferred compensation.

## F. Sick Leave

1. Employees accrue sick leave at the rate of one (1) day per month. Maximum accrual cannot exceed 180 days.
2. Sick leave will not be paid out in cash for employees no longer in the employ of the City.
3. In the case of an illness which may extend beyond the sick leave time earned by and available to an employee, the City Manager may grant an extension at half pay not exceeding 180 days after approval by the City Council and upon determining it to be in the best interest of the City.

## G. Bereavement Leave

1. The City agrees to provide up to three (3) days of bereavement leave per death in the immediate family. Immediate family is defined as follows; Husband, Wife, Mother, Father, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson, Granddaughter, son-in-law, daughter-in-law, mother or father-in-law, brother or sister-in-law, stepson, stepdaughter.

## H. Maternity Leave

1. Employees who become pregnant may continue to work as long as their physician certifies that they can perform the duties of their position.
2. Maternity leave may be granted for a period not to exceed six months at no pay.
3. Employees who take maternity leave shall have the right to be reinstated to the position they held prior to taking the maternity leave.
4. The same allowance for leave shall be applied to an employee who adopts a child of five years of age or less.

## I. City Manager

The City Manager may, with City Council approval, make adjustments to the aforementioned benefits in unusual circumstances and in the best interest of the City and the employee.

## J. Section 457 Plan Deferred Compensation Plan - The City of Watertown will offer a

deferred compensation plan for all of its employees, including Management and Management Confidential employees. Effective July 1, 1998, Management and Management Confidential employees have the option of converting up to three sick days, per fiscal year, into dollars to be contributed to the employee's Section 457 deferred compensation plan.

K. Section 125K Plan - A Section 125 Plan shall be offered to employees to provide for employee health care expenses.

L. Employees in the following positions are covered under this policy

#### UPPER LEVEL MANAGEMENT POSITIONS

Assessor  
Assistant City Manager  
City Clerk  
City Comptroller  
City Engineer  
Fire Chief  
Library Director III  
Planning and Community Development Coordinator  
Purchasing Agent  
Police Chief  
Superintendent of Public Works  
Superintendent of Water

#### MID - LEVEL MANAGEMENT AND MANAGEMENT CONFIDENTIAL POSITIONS

Accounting Supervisor  
Assistant Planner  
Assistant Superintendent Public Works  
Automotive Mechanic Supervisor  
Chief Waste Water Treatment Plant Operator  
Chief Water Treatment Plant Operator  
Civil Engineer I  
Civil Engineer II  
Code Enforcement Supervisor  
Confidential Secretary to the City Manager  
Deputy City Clerk  
Deputy City Comptroller  
Deputy Fire Chief  
Executive Secretary - Civil Service Commission  
Librarian III  
Parks and Recreation Maintenance Supervisor

Planner  
Police Captain  
Refuse Collection Supervisor  
Sewage Treatment Plant Operations Supervisor  
Stenographic Secretary (Managers' Office)  
Street & Sewer Maintenance Supervisor  
Supervisor of Maintenance and Distribution (Water)  
Superintendent of Parks and Recreation