



# City of Lewiston Employee Benefit Health Plan

## Full-Time Employee Benefits at a Glance - FY2022

[www.cityoflewiston.org](http://www.cityoflewiston.org)

Health Plan - Regence Blue Shield & Delta Dental of Idaho		Employee Leave - Vacation/Sick/Holidays			
The City currently provides an employee health/dental plan at no cost to the member, and pays 80% of dependent coverage. Monthly employee plan contribution costs are outlined below:		Annual vacation leave for regular employees is earned according to years of service:			
		<b>Years of Service</b>	<b>Regular/Police</b>	<b>Firefighters</b>	<b>Fire Inspectors</b>
Employee Only	\$0.00 per month	0-4 Years	96 hours	120 hours	96 hours
Employee + Spouse	\$169.74 per month	5-9 Years	120 hours	216 hours	120 hours
Employee + 1 Child	\$81.74 per month	10-14 Years	160 hours	240 hours	160 hours
Employee + 2 or more Children	\$129.36 per month	15-19 Years	176 hours	264 hours	176 hours
Employee + Spouse + 1 Child	\$251.47 per month	20-24 Years	200 hours	288 hours	200 hours
Employee + Spouse + 2 or more Children	\$299.08 per month	25-29 Years	200 hours	312 hours	208 hours
		30+ Years	200 hours	336 hours	216 hours
<b>The following coverages are a brief summary of the full plan. See the Regence Benefit Booklet on the City Website for more info:</b>		All regular employees earn 8 hours of sick leave per calendar month (after working 10 days in that month). Maximum Accumulation is 960 hours.			
Deductible (In-Network)	\$1,500 individual/\$3,000 family	Firefighters earn 24 hours of sick leave per month with a maximum accumulation of 2880 hours.			
Maximum Out-of Pocket (In-Network)	\$3,000 individual/\$6,000 family	Employees receive 12 annual paid holidays (including a floating holiday made available after completing 6 months of employment). Holidays which fall on Saturday are observed on Friday. Holidays which fall on Sunday are observed on Monday. These paid holidays are:			
Co-Pay (Doctor)	\$30.00 per visit	New Years Day		Idaho Human Rights Day	
Co-Pay (Specialist)	\$50.00 per visit	President's Day		Memorial Day	
<b>Flex Spending Plan - HealthEquity</b>		Independence Day		Labor Day	
The City sponsors an IRS Section 125 plan which allows employees to use pre-tax dollars to fund medical, dental, vision, and dependent care expenses. The maximum annual contributions are:		Veteran's Day		Thanksgiving Day	
Flex (medical)	\$2,850	Day after Thanksgiving		Christmas Eve	
Dependent Care	\$5,000 if Married/\$2,500 if Single	Christmas Day		Floating Holiday	
Currently, only \$500 of your unused Flex spending balance will rollover to the following year. Any amounts over \$500 will be lost. This applies to medical flex only (no rollover for Dependent Care).		<b>Life Insurance - Reliance Standard &amp; NCPERS</b>			
<b>PERSI Base Plan</b>		The City provides \$20,000 of coverage for each employee for term life and accidental death and dismemberment through Reliance Standard. Coverage begins on the first day of the month after hiring. Additional voluntary employee and spouse coverage is available through both Reliance Standard and NCPERS.			
The PERSI Base Plan is a tax-deferred defined benefit plan which both employee and employer pay into. Employees become vested after 5 years of service. Vested members receive a lifetime monthly benefit based on months of service and average salary. Current contribution rates (set by the State of Idaho) are:		<b>Voluntary Deferred Compensation Plans - 401(k), 457, Roth IRA</b>			
General Members	7.16% Employee / 11.94% City	The City has multiple options for additional retirement contributions:			
Certified Police	9.13% Employee / 12.28% City	PERSI Choice - 401(k)		Pre-tax - <a href="http://www.persi.idaho.gov">www.persi.idaho.gov</a>	
Firefighters	9.13% Employee / 12.28% City	ICMA - 457		Pre-tax - <a href="http://www.icmarc.org">www.icmarc.org</a>	
		Nationwide - 457		Pre-tax - <a href="http://www.nationwide.com">www.nationwide.com</a>	
		ICMA - Roth IRA		Post-tax - <a href="http://www.icmarc.org">www.icmarc.org</a>	



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General Payroll Information	Workers' Compensation								
<p>The City is on a bi-weekly pay schedule with payday occurring every other Thursday. There are 26 pay periods in the year. Your first pay will come as a physical check. Pay thereafter will be directly deposited into the account(s) specified on your Direct Deposit form. If you provide an e-mail address (can be your work e-mail or personal), your paystubs will be delivered electronically on the Tuesday prior to payday. This file is password protected with the last four digits of your Social Security Number. Social Security withholding (FICA) is withheld at the rate of 6.2% of gross wages (for applicable employees). Medicare withholding is withheld at the rate of 1.45% of gross wages.</p>	<p>Medical coverage is provided for on the job injuries through the State Insurance Fund. Compensation coverage is provided at approximately 60 percent of the employee's wage by the State Insurance Fund. For represented employees, please refer to your Collective Bargaining Agreement for more information. Non-represented employees, please refer to the City of Lewiston Policy Manual.</p>								
<h3>Employee Self Serve (ESS)</h3>	<h3>Short-Term &amp; Long-Term Disability - Reliance Standard</h3>								
<p>The City has an employee web portal where you can view paystubs, W-2 forms, leave information, and for some departments do your timecard entry.</p> <p>You can access ESS at: <a href="https://lewistonidemployees.munisselfservice.com/employees/default.aspx">https://lewistonidemployees.munisselfservice.com/employees/default.aspx</a> Your login name is your employee number (which is located on your paycheck) and a temporary password will be sent to you. If you need a password, please contact Lisa in Payroll (<a href="mailto:lbrazington@cityoflewiston.org">lbrazington@cityoflewiston.org</a>).</p>	<p>Voluntary short-term and long-term disability coverage is offered to employees: <b>Short-term disability:</b> Pays 60% of an employees base pay (up to a maximum of \$1,500 per week) for up to 13 weeks. The elimination period is 8 days after a non-work related injury or illness. Employees may supplement this benefit with their own accrued leave time. <b>Long-term disability:</b> Pays 60% of an employees base pay (up to a maximum of \$5,000 per month). The elimination period is 90 consecutive days of total disability. Employees may supplement this benefit with their own accrued leave time.</p>								
<h3>Wellness Incentive Program</h3>	<h3>Employee Assistance Program - ACI Speciality Benefits</h3>								
<p>At the beginning of each calendar year, employees can sign up for the Wellness Incentive Program. Employees can either document their general fitness and health related activities on a scorecard or track monthly miles walked and biked for quarterly cash incentives and a paid day off for completing the annual program. The current incentives are:</p>	<p>The City's Employee Assistance Program offers employees and their family members help in dealing with life's personal challenges and unlimited telephonic clinical assessments and referrals. This confidential, no-cost benefit offers up to three confidential counseling sessions, per issue, per year. No one at the City receives any information regarding the reason or purpose of your counseling sessions. <i>Phone: 855-775-4357 Email: <a href="mailto:rsli@acieap.com">rsli@acieap.com</a> Online: <a href="http://rsli.acieap.com">http://rsli.acieap.com</a></i></p>								
<table border="1"> <tbody> <tr> <td data-bbox="71 1133 554 1166">1st quarter completed</td> <td data-bbox="554 1133 1045 1166" style="text-align: right;"><b>\$10.00</b></td> </tr> <tr> <td data-bbox="71 1166 554 1198">2nd quarter completed</td> <td data-bbox="554 1166 1045 1198" style="text-align: right;"><b>\$25.00</b></td> </tr> <tr> <td data-bbox="71 1198 554 1230">3rd quarter completed</td> <td data-bbox="554 1198 1045 1230" style="text-align: right;"><b>\$50.00</b></td> </tr> <tr> <td data-bbox="71 1230 554 1268">4th quarter completed</td> <td data-bbox="554 1230 1045 1268" style="text-align: right;"><b>Paid Day Off</b></td> </tr> </tbody> </table>	1st quarter completed	<b>\$10.00</b>	2nd quarter completed	<b>\$25.00</b>	3rd quarter completed	<b>\$50.00</b>	4th quarter completed	<b>Paid Day Off</b>	<h3>Additional Resources/Personnel Policy Manual</h3>
1st quarter completed	<b>\$10.00</b>								
2nd quarter completed	<b>\$25.00</b>								
3rd quarter completed	<b>\$50.00</b>								
4th quarter completed	<b>Paid Day Off</b>								
<h3>Supplemental Insurance - Allstate</h3>	<p>All of this information and much more can be found in greater detail on the City's website: <a href="http://www.cityoflewiston.org">www.cityoflewiston.org</a></p>								
<p>The City offers optional group insurance policies through Allstate for employee, spouse, or family. <b>Group Accident, Group Critical Illness, Disability, and Life Insurance</b> policies are available. <b>Critical Illness</b> - helps cover expenses for critical illnesses such as heart attack, stroke, coronary bypass, renal failure, Alzheimer's, and cancer. <b>Accident</b> - helps cover the expenses of injuries caused by accidents.</p>	<p>The City of Lewiston Personnel Policy Manual also includes a great deal of information about the City and you should familiarize yourself with the policies within. This policy manual can be found on the City's website: <a href="https://www.cityoflewiston.org/DocumentCenter/View/396/City-of-Lewiston-Personnel-Policy-PDF">https://www.cityoflewiston.org/DocumentCenter/View/396/City-of-Lewiston-Personnel-Policy-PDF</a></p> <h3>Questions?</h3> <p>For HR or benefit related questions, contact Leah Burris at: 746-3671 ext 6205 - <a href="mailto:lburris@cityoflewiston.org">lburris@cityoflewiston.org</a></p> <p>For Payroll related questions, contact Lisa Brazington at: 746-3671 ext 6207 - <a href="mailto:lbrazington@cityoflewiston.org">lbrazington@cityoflewiston.org</a></p>								