



### **Welcome!**

Your benefits are an important part of your overall compensation. The City of Lynden is pleased to offer a comprehensive array of valuable benefits to protect your health, your family, and your way of life. This guide answers some basic questions you may have about your benefits. Please read it carefully, along with any supplemental materials you receive.

### **Eligibility**

Employees are eligible for medical benefits the month *following* the first day of employment, provided they are compensated for eighty (80) hours in the first month. Employees may review their plan choice annually during the open enrollment period in November.

Regular part-time employees whose positions are classified as eighty (80) hours per month to one hundred fifty (150) hours per month are eligible for employee-only coverage. Employees that are classified as less than eighty (80) hours per month are not eligible for coverage.

Plans terminate first day the month following the date of termination / retirement from City employment.

### **Medical & Prescription Insurance**

The City offers two plan options to employees, spouses, and eligible dependents through the Association of Washington Cities (AWC) Benefit Trust, one from Kaiser Permanente, and the other from Regence. Both choices require a minimal employee contribution.

### **Dental & Vision Insurance**

Coverage is also offered through the Association of Washington Cities (AWC) Benefit Trust. The City pays the premiums for dental and vision insurance for employees, spouses, and eligible dependents for regular full-time employees and to part-time employees whose positions require eighty (80) hours or more per month. Employees that are classified as less than eighty (80) hours per month are not eligible for coverage.

### **Retirement**

Public safety employees will be enrolled in DRS's Law Enforcement Officers and Fire Fighters plan 2 ("LEOFF 2"). All plans require a mandatory employee and employer contribution and are effective the date of hire.

### **Deferred Compensation**

The City offers three (3) deferred compensation programs: Mission Square, Nationwide and Washington State Deferred Compensation Program (DCP) through the Department of Retirement Systems (DRS). The contribution by the City to the Employee's Deferred Compensation account shall be 6.2% of the employee's monthly salary pay.

## Supplementary Insurance

The City also sponsors two (2) optional programs:

AFLAC - a flexible benefits plan, also known as a cafeteria plan. **Plan contact Larry Vanderpol, (360) 354-7733, larry\_vanderpol@us.aflac.com**

TASC – a flexible Spending Account that allows you to contribute pretax dollars to out of pocket healthcare and dependent care expenses.

Flexible Spending Account Limits	2023
Healthcare FSA max election (per year)	\$3,050
Dependent Care FSA max election (per year)	\$5,000
Standard healthcare mileage rate	\$0.22/mile
Healthcare FSA carryover	\$610
Dependent Care FSA carryover	\$0

## Holidays

The City recognizes twelve (12) eight-hour holidays per calendar year. Of those holidays, one is the employee's birthday, and a second is a floating holiday. New employees hired prior to July 1<sup>st</sup> of their year of hire receive a floating holiday. New employees hired July 1<sup>st</sup> or later in their year of hire do not receive a floating holiday until the following year. The birthday and floating holiday must be used by the end of each calendar year or will be forfeited.

## Sick Leave

Sick leave accrues at a rate of eight (8) hours per month. Employees may carry-over a maximum of 1136 hours on January 1. After January 1, hours accrued beyond the 1136-hour carry-over will be lost. Use of sick leave benefits may require documentation.

## Vacation Leave

Twenty-four (24) hour shift employee shall have the following paid vacation. In addition to the below vacation leave you will receive 96 hours in lieu of holiday time.

During years of employment	Hours a Month	Hours a Year	Days a Year
1 (01-12 months)	14	168	7
2 (13-24 months)	16	192	8
3-4 (24-48 months)	18	216	9
5-7 (49- 84 months)	20	240	10
8-10 (85-120 months)	22	264	11
11-15+(121-180 months)	26	312	13

Use of vacation leave must be in accord with City policy and applicable collective bargaining agreements.

**\*\*Benefits may differ for individual employees or employee groups; please refer to hire letters for details. If you have questions, please contact the Human Resources Office.\*\*\***