

SECTION XVI: BENEFITS

1. **WORKERS' COMPENSATION.**
 - A. All employees are covered by workers' compensation which provides medical reimbursement and disability benefits for job-related illness or injury. An employee does not accrue benefits while receiving workers' compensation payments. For exact compensation coverage check the workers' compensation contract on file with the Recorder and or Payroll Clerk.
 - B. Tremonton City will compensate the difference between workers' compensation benefits and their base pay upon receipt of the workman(s) compensation check.
 - C. **Medical Attention.** An employee who sustains a bona fide, on-the-job injury may seek medical attention from the medical facility of their choice. They must tell the doctor, HOW, WHEN and WHERE the accident occurred. The doctor will complete a medical report and copies of this report should be sent within seven (7) days to the insurance carrier, the Industrial Commission, and to the injured worker. (Do not submit doctor or hospital bills for on-the-job injuries or illness to the regular medical plan.)
 - D. **Initial Reporting of Illness or Injury.** Reporting the accident or illness is critical to qualification for payment under workers' compensation. If an employee is injured while on the job, no matter how minor, the circumstances should be reported to the department head and or the payroll clerk immediately. After Form 122 is filled out, a copy must be sent to the insurance carrier and a copy must be sent to the Industrial Commission within seven (7) days of the date of the injury.
 - E. **Reporting while off the Job.** While on leave because of a bona fide, on-the-job injury or illness, an employee must contact their supervisor or the Payroll Clerk to report on their condition. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.
 - F. **Return to Service.** All employees must return to work after the approval of the attending physician. A statement from the attending physician stating the employee is able to resume normal duties will be required before returning to work. Failure to return to work when directed may result in immediate termination. An employee who is able to return to work in light duty status may be required to work in a different department and perform duties not contained within their current job classification.

- G. At the time of final release or settlement of a workers' compensation claim, if no vacancy exists; and, if a reasonable effort, which has proven to be unsuccessful, has been made to place the employee in another position, they may be terminated and paid any accrued benefits due to them.
- 2. SOCIAL SECURITY/FICA. All employees whether regular, part-time, or temporary are covered by the benefits of Old Age, Survivors and Disability Insurance as provided for by law. Contributions of the employee and Tremonton City will be made in accordance with the provision of the law.
 - 3. INSURANCE.
 - A. Medical Health and Dental Insurance. It is the policy of Tremonton City to pay a portion of the cost of health and dental insurance for each full-time employee as per information listed in Section XII: EMPLOYMENT CLASSIFICATION/ COMPENSATION, ITEM 2 as approved by the City Council during the budget process. If an employee and his/her lawfully married spouse are employed by Tremonton City, both employees may be eligible for health and dental care insurance, but coverage shall only be provided under the name of one spouse rather than as coordinated coverage for both. Dependent children are eligible to be covered under only one Tremonton City-employed parent. (City Council 6/07/05, 11/17/09 ORD 09-37)
 - B. Life Insurance. A basic life insurance policy is provided free of charge for each full-time employee at Tremonton City's expense. This is included in the package with the health insurance.
 - C. Insurance Termination, Transition, and Conversion.
 - (1) Termination. When an employee is terminated from employment with Tremonton City, Tremonton City will cease making contributions to the employee's insurance plans.
 - (2) Transition. In cases requiring longer than three months, arrangements may be made with the Recorder and or Payroll Clerk for the employee to pay the additional premiums required. Both Medical/Health Insurance and Life Insurance may be converted on termination in accordance with the terms of the individual policies. This is, however, an individual responsibility that should be made by direct contact between the individual employee and Tremonton City.
 - (3) Conversion.

- (a) The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 is available for those employees who resign or are terminated from employment or if work hours are reduced which makes the employee no longer eligible to participate in the state group health insurance plans. Employees may have the right to continue to participate in a COBRA program through the state for up to eighteen (18) months at the employee's expense, subject to current state and federal law.
 - (b) Eligible dependents may also extend coverage, at their expense, for up to thirty-six (36) months in state health insurance plans in the event of the employee's death, divorce, legal separation, or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan, subject to current state and federal law.
- 4. STATE AND FEDERAL UNEMPLOYMENT. All employees whether regular, part-time, or temporary are covered by the benefits of State & Federal Unemployment. Contributions of the employee and Tremonton City will be made in accordance with the provision of the law.
- 5. CONTINUING EDUCATION. Employees are encouraged to obtain continuing education through attendance at job related seminars. Requests for attendance must be approved in advance by the Department Head. (CC mtg. 1/5/99)
 - A. Required by Tremonton City. When Tremonton City requires an employee to attend any education or training course, conference, seminar, or certification course, Tremonton City will provide the necessary time off with pay and will reimburse the employee for all associated costs including tuition or registration fees, authorized travel, meals, and lodging.
 - B. Encouraged by Tremonton City. Employees are encouraged to further their education and training in areas that will enhance their job performance.
 - C. Policy. It is the policy of Tremonton City to reimburse tuition, up to \$2,000 per person per fiscal year, based upon funding set in budget hearings, for pre-approved courses when the employee meets the eligibility requirements. Any exceptions to this policy must be approved in advance by the City Council.
 - (1). Study or course assignments will not be conducted during regular work schedule except as otherwise approved.

- (2). Use of City equipment must be approved in advance by the City Manager.
- (3). Applications must be submitted in writing and can be turned down for any reason including lack of funds, benefit to City, class schedule, etc.

D. Approved Courses

- (1). Undergraduate Courses. Undergraduate courses will be considered for all full-time employees. Any undergraduate course where tuition is to be reimbursed must be related to the employee's job and current responsibilities. When an employee wants to take a course not related to his/her current job, but that will provide her/him with future growth opportunities with the City, the course can be approved as long as it is deemed to benefit the City. The Department Head and City Manager must give advance approval for undergraduate level courses.

E. Eligibility Requirements

- (1). The employee must be a full-time permanent employee who has successfully passed new hire probation.
- (2). The employee must be rated "Satisfactory" on their annual evaluation.
- (3). The employee must obtain pre-approval by initiating and signing the Request & Agreement for Tuition Reimbursement (see Attachment I) with their immediate supervisor. The supervisor will process the form to the proper level for approval. The Department Head shall have the right to disapprove courses that will interfere with department priorities or the employee's work schedule.
- (4). The employee must remain in a full-time position with Tremonton City for a minimum of 3 years following the completion of the course. Failure to do so will require the employee to reimburse the City on a pro-rata basis. The agreement signed by the employee will authorize the City to withhold any monies owed back to the City from their wages on their final paycheck and guarantee payment in full by the employee to the City of any additional money still owed and not recovered from the final paycheck.
- (5). Upon successful completion of relevant training courses, employees shall be reimbursed for tuition fees, materials, and other

necessary and approved expenses upon presentation of proper receipts and proof of successful completion.

- F. Proof of successful completion will include one of the following:
 - (1). A certificate indicating successful course completion, if applicable.
 - (2). A grade point average of 2.7 or higher on a 4.0 (A, B, C, D) scale.
 - (3). A grade of pass on a pass/fail grading system.
 - G. Reimbursement Procedures
 - (1). Personnel will be responsible to administer approved reimbursements. They will:
 - (a). Receive the approved request from the department & review it for conformance to this policy.
 - (b). Receive class transcripts & receipts from the Student
 - (c). Track the amount reimbursed to ensure the annual maximum amount is not exceeded for any one employee
 - (d). Send the completed agreement with copies of transcript & receipts to Accounts Payable for reimbursement
 - (e). Retain a copy of the completed forms in the employee's personnel file. (CC mtg. 02/20/07)
6. RETIREMENT SYSTEM. Additional details are available from the Recorder.
- A. All full time Tremonton City employees are covered by the Utah State Retirement Systems, unless otherwise authorized by the City Council according to State Law. (This is in addition to their Social Security coverage). Other Tremonton City employees may be covered as determined by the eligibility requirements of the Utah State Retirement Systems. Each eligible employee is required to enroll in this program by the beginning of their fifth (5th) month of employment.
 - B. The cost of this program is paid for by Tremonton City and the employee in the percentages set by action of the City Council.

Notes: