

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

All regular full-time employees (except for Commissioned Police Officers and Firefighters,) will be enrolled in the Kansas Public Employees Retirement System (KPERS).

KPERS CONTRIBUTIONS

- Employees are required by Kansas State Statute to contribute either 4% or 6% (depending on hire date) of gross earnings.
- Interest on contributions is credited on June 30th each year.
- Contributions are excluded from gross income for tax purposes.
- Contributions are subject to state income tax.
- The City's contribution varies and is determined by the retirement system each year.
- In 2012, the City's contribution to KPERS ranges from 8.03% to 9.03%.

KANSAS POLICE & FIRE RETIREMENT SYSTEM (KP&F)

All commissioned Officers and Firefighters are required to participate in the KP&F Retirement System.

KP&F CONTRIBUTIONS

- Employees are required by Kansas State Statute to contribute 7% of gross earnings.
- Interest on contributions is credited on June 30th each year.
- Contributions are excluded from gross income for tax purposes.
- Contributions are subject to state income tax.
- The City's contribution varies and is determined by the retirement system each year.
- In 2012, the City's contribution is 18.37%.

01/25/12

SUPPLEMENTAL RETIREMENT

In addition to KPERS and KP&F, the City offers an employer funded defined benefit plan.

DEFERRED COMPENSATION

Employees may participate in the State of Kansas Deferred Compensation Program managed by ING Financial Services. Deferred compensation allows participants to “defer” or postpone receiving part of their current salary until retirement. Employees pay no income taxes on the salary deferred or on any investment earnings until received (usually at retirement or separation from City employment). The City does not contribute any money into employees' accounts. The plan is optional for employees. The minimum amount employees may contribute is \$12.50 per pay period.

OTHER BENEFITS OFFERED BY THE CITY:

- **Sick Leave & Funeral Leave**
- **Holiday Pay**
- **Municipal Pool Memberships**
- **Jury Duty Leave**
- **Uniforms**
- **Pre-tax Health, Life, Vision & Dental Premiums**
- **Education Reimbursement**
- **Casual Day on Fridays (non-uniform personnel)**
- **Wellness Program**
- **Reimbursement for Tobacco Cessation Classes**
- **Fitness/Workout Facility**
- **Wellness Program**

BENEFITS GUIDE

SHAWNEE



11110 Johnson Drive
Shawnee, Kansas 66203
913.631.2500

www.GoodStartsHere.org

OVERVIEW

The City of Shawnee currently employs 294 regular full-time employees. This guide highlights the features and benefits offered to all regular full-time employees through June 30, 2012. Should you have any questions about any of the material contained in this brochure, please contact the Human Resources Division at Shawnee City Hall, 913-742-6241, or e-mail Lcrawford@cityofshawnee.org.

MEDICAL INSURANCE

Insurance coverage begins on the first day of the calendar month following the date of employment. The monthly premiums effective July 1, 2011 are listed below. The City's medical insurance carrier is *UnitedHealthcare* (UHC).

<u>Individual</u>	<u>Employee +1</u>	<u>Family</u>
\$12.00	\$124.00	\$172.00

DENTAL INSURANCE

The City offers a dental plan through Delta Dental of Kansas. The City pays 100% of the employee cost. The employee monthly cost for family coverage is listed below:

Dental Insurance Costs:

Employee:	No Cost
Family:	\$66.00

VISION INSURANCE

The City offers one vision plan through *Surency Vision*. This is an optional plan and the employee pays 100% of the cost. The employee monthly cost for coverage is listed below:

Vision Insurance Costs:

Employee:	\$6.27
Family:	\$15.87

LIFE INSURANCE

Life insurance is offered through *UnitedHealthcare*. The City pays 100% of individual premiums. The cost for family coverage is \$1.84 per month. The plan provides for the following coverage:

- **Term life (Employee)** \$50,000
- **Life (Spouse)** \$10,000
- **Life (Child 6 months to 19 years)** \$6,000
- **Life (Child 14 days to 6 months)** \$600
- **AD&D (Employee)** \$50,000

2012 PAID HOLIDAYS

The City provides the following ten paid holidays in 2012:

- **New Year's Day**
- **Martin Luther King, Jr. Day**
- **President's Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Veterans' Day**
- **Thanksgiving Day**
- **Friday after Thanksgiving Day**
- **Christmas Day**

PERSONAL LEAVE DAY

After completing one full year of full-time employment, employees receive one personal day per year. Employees may opt to be paid in lieu of taking the day off.

EDUCATIONAL ASSISTANCE

The City reimburses 80% of tuition and book fees up to a \$3000 annual maximum per employee. Reimbursement will only be provided for costs that are directly incurred by the employee and will not be made for any portion of tuition that has or will be paid through grants or scholarships. Courses must be taken through an accredited college or university. Prior approval of the Department Head and City Manager is required for this benefit.

VACATION

Employees begin accruing vacation leave immediately. Vacation may be taken as earned. Annual vacation accruals are based on the information below:

Years of Service	Accumulation Per Pay Period	Accumulation Per Year
1 - 3	4.31 hours	112.00 hours
4 - 7	5.24 hours	136.18 hours
8 - 11	6.47 hours	168.16 hours
12 - 15	7.70 hours	200.14 hours
16 - 19	8.31 hours	216.12 hours
20 - 24	8.93 hours	232.12 hours
25+	9.23 hours	240.00 hours

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Through the Employee Assistance Program (EAP), all regular full-time employees and their dependents are eligible for confidential counseling at no charge. Issues the EAP assist with include:

- **Substance Abuse**
- **Marital Conflicts**
- **Grief Recovery**
- **Communication Difficulties**
- **Physical or Emotional Abuse**
- **Family Relationships**
- **Financial and Legal Problems**

MAIN STREET CREDIT UNION

Employees may join the Main Street Credit Union. The member may authorize payroll deductions for savings deposits or loan payments to the Main Street Credit Union. Participation is optional.