

**Resolution**  
of the  
City of Easton, Pennsylvania

No.            2023

Date: December 13, 2023

Introduced by:     Peter Melan

RESOLVED that Council has reviewed and approves the Administration Benefits Package, as attached hereto for the year 2024.

This is to certify that the above Resolution was adopted by the City Council on the above date.

Attest: \_\_\_\_\_  
          City Clerk

Signed: \_\_\_\_\_  
          Mayor

**Administration Benefits Package  
Full Time Non-Union and Management  
January 1, 2024**

**I. Anniversary Date**

Your employment date shall be your anniversary date. The relationship of your anniversary date to your benefits is only for sick leave, vacation allowance and pension calculations.

**II. Holidays**

The City non-union employees will have the same holidays as reflected in the AFSCME collective bargaining agreement:

New Year's Day  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve  
Christmas Day

**III. Vacation and Sick Leave**

A. Non-union and Management employees hired on or after January 1, 2013, receive:

- 12 sick days per annum
- 15 vacation days per annum to a maximum of 20 days accrued per schedule
- A maximum of 30 days is allowed to be accrued and carried over per year
- A maximum of 30 accrued vacation days may be credited to the final pay at the time of voluntary or involuntary termination with the city. Any days taken in excess of days accrued will be deducted from the final pay
- A maximum of one of four sick days, not to exceed 60 sick days, that were accrued from the date of hire and retirement will be credited at the time of retirement from the City of Easton

- Employees hired after the approval of this Resolution (March 23, 2022) are not eligible to receive a terminal leave payout for unused sick leave.

B. Non-union and Management employees hired on or after January 1, 2000, to December 31, 2012 receive:

- 15 sick days per annum
- 15 vacation days per annum to a maximum of 20 days accrued per schedule
- A maximum of 50 vacation days will be allowed to be accrued and carried over per year
- A maximum of 50 accrued vacation days may be credited to the final pay at the time of voluntary or involuntary termination with the City. Any days taken in excess of days accrued will be deducted from the final pay
- A maximum of one of three sick days, not to exceed 100 sick days, that were accrued from the date of hire to retirement will be credited at the time of retirement from the City of Easton

C. Non-union and Management employees hired prior to January 1, 2000 receive:

- 15 sick days per annum
- 15 vacation days per annum to a maximum of 25 days accrued per schedule
- A maximum of 50 vacation days will be allowed to be accrued and carried over per year.
- A maximum of 50 accrued vacation days may be credited to the final pay at the time of voluntary or involuntary termination with the City. Any days taken in excess of days accrued will be deducted from the final pay.
- A maximum of one of three sick days, not to exceed 100 sick days, that are accrued from the date of hire to retirement will be credited at the time of retirement from the City of Easton

D. Non-union and Management employees hired pre January 1, 2000 receive vacation days under the following schedule:

First partial year	1 day per month fronted
1 <sup>st</sup> through 5 <sup>th</sup> year	15 days per year

6 <sup>th</sup> through 10 <sup>th</sup> year	17 days per year
11 <sup>th</sup> through 15 <sup>th</sup> year	19 days per year
16 <sup>th</sup> through 20 <sup>th</sup> year	21 days per year
21 <sup>st</sup> year and over	23 days per year plus 1 additional per year up to a maximum of 25 days

E. Non-union and Management employees hired after January 1, 2000, receive vacation under the following schedule effective January 1, 2013:

1 <sup>st</sup> partial year	1 day per month fronted
1 <sup>st</sup> through 3 <sup>rd</sup> year	1.25 days per month (15 days/yr)
4 <sup>th</sup> through 5 <sup>th</sup> year	1.34 days per month (16 days/yr)
6 <sup>th</sup> through 7 <sup>th</sup> year	1.42 days per month (17 days/yr)
8 <sup>th</sup> through 9 <sup>th</sup> year	1.50 days per month (18 days/yr)
10 <sup>th</sup> through 11 <sup>th</sup> year	1.59 days per month (19 days/yr)
12 <sup>th</sup> year and over	1.67 days per month (20 days/yr)

**IV. Personal Days**

Each City employee will receive 3 personal days per year. Personal Days may not be carried over from year to year. These days shall be pro-rated for those commencing employment during the year.

**Personal Day Buy Back:**

Each employee shall have the option to sell back to the City up to three (3) personal days per year. Each employee shall notify the City HR office in writing by January 1, 2024, of their intent to sell back the days.

**Vacation and Personal Days Provision**

- A. Vacation and personal days shall be credited in advance. Employees, however, will earn the aforementioned days on a per month basis.
- B. Vacation and Personal days may be granted at any time during each year unless, in the supervisor's/director's determination, the vacation time would impair the City's business operations.

**V. Sick Leave**

- A. Sick days shall be earned and accrued monthly
- B. Sick leave may not be used in advance of accrual except when an employee request advanced used to the City Administrator, and it is approved.
- C. Employees must submit a medical excuse from their doctor prior to the start of work on the day returning, for three (3) or more consecutive sick days used or anyone (1) sick day used before or after a holiday.
- D. If the employee is using more than 2 weeks of sick days consecutively for a known procedure or sickness, they must provide HR with a medical note and duration of time they will be missing within the first two (2) weeks of missed time.

**VI. Life Insurance**

The City provides each employee with \$50,000 in life insurance. New employees may purchase additional group life insurance which is portable.

**VII. Healthcare**

The City of Easton provides healthcare through the City of Easton Healthcare Plan administered by Capital Blue Cross. The two plans offered are the PPO Plan and an HDHP with an HSA account. The plan details are as follows:

Employees have the right to opt out of health insurance coverage and contributions towards premiums only if they provide acceptable proof of other coverage. Proof of other health insurance must be provided to the City prior to opting out of a City provided health insurance plan.

**A. Capital Blue Cross PPO**

**Co-share\***

- Single: \$40.00 per pay period (\$960/year)
- Family: \$75.00 per pay period (\$1800/year)

The deductible for a single policy is \$1000 and family policy is \$2000 for in-network.

**Co-pay**

- Primary Care: \$25
- Specialist: \$30
- Urgent Care: \$40
- Telemedicine: \$25 for PCP/\$30 for Specialist
- Emergency: \$150 (waived if admitted)

**Pharmaceutical**

- Rx Retail: \$8/\$40/\$70 generic/preferred/non-preferred (31 day supply)
- Mail Order: \$10/\$70/\$90 generic/preferred/non-preferred (90 day supply)

**B. Capital Blue Cross HDHP with HSA**

**Co-share\***  
\$0

**Co-Pay & Pharmaceutical**  
\$0

The deductible for a single policy is \$2000 and family policy is \$4000 for in-network. After the deductible is met, 100% of the insurance is covered with no co-pays for either doctor or prescription coverage.

The City will contribute semi-annually for individuals electing this plan with the first installment being in January, and the second in July. For 2024 the City contribution amount as a one-time incentive for participation in the HSA as follows:

Single: \$1,000  
Family: \$2,000

**C. \*Wellness Guidelines**

The employee must meet all of the wellness guidelines in order to receive the listed co-share for both the PPO and the HDHP for the following year. If these guidelines are not met, the co-share amount goes to \$80 for single/ \$150 for family per pay for the PPO, \$40 for single / \$75 for family for the HDHP.

**Guidelines**

- Employee Yearly Physical exam following the guidelines from the Highmark Preventive Schedule tied to age and gender
- Blood Screenings, which follows the preventive schedule tied to age and gender
- Health Risk Assessment administered by Healthy Rewards, a third-party vendor in which the City does not see any Medical information from the Employee.

If the new employee is hired on or after August 1, 2024, they are exempt from the Wellness Guidelines for that year.

Special Circumstances- Wellness Program requirements and surcharges shall not apply to: 1) an employee's spouse in cases where the employee certifies that there is a legal separation or pending divorce; 2) abnormal or exceptional circumstances where the employee or spouse is unable to comply.

**D. Opt-Out Rights and Payment**

Employee shall have the right to opt out of health insurance coverage and contributions towards plan costs only if they provide acceptable proof of other coverage. An employee who opts-out of health insurance coverage shall be paid \$1,500 per Plan year. The opt-out payment shall be prorated if an employee opts out for less than a full Plan year. Proof of other health insurance must be provided to the City prior to opting out of a City provided Medical Plan.

**E. Dental**

The City of Easton provides dental insurance through the City of Easton Dental Plan administered by Delta Dental using their network of dentists. The annual program maximum is \$1500.00 (pp) excluding class 1 services and orthodontics. The maximum orthodontic benefit is \$1500.00 (pp) per lifetime.

**F. Vision**

The City of Easton provides vision insurance through the plan offered by the City's third-party administrator of Capital Blue Cross to all applicable employees and their dependents.

**G. Flexible Spending Accounts**

The City provides employees the annual option to enroll in a flexible spending account for medical and childcare expenses. The plan is established according to IRS regulations and administered by The Harrison Group.

**VIII. Wellness Program**

**A. Gym Membership**

The City will reimburse any full-time non-union employee \$250.00 for an individual and \$500.00 for a family per year for a gym membership with proof of the employee/spouse attending the gym two times a week or 104 times a year. In order to receive the reimbursement from the City by December 31, 2024, the employee for an individual membership and the employee and spouse for the family membership must submit proof of the required attendance by either a certified letter from their gym attesting to the employee's (and spouse's) attendance or have a copy of the registered attendance from the gym. Reimbursement will be paid out by January

**B. Running Events**

The City will sponsor two (2) running events in the City for any employee who wishes to participate. The City will pay for the registration cost of a group of five (5) or more employees for the two selected runs. The running event must begin or end within the City of Easton boundaries. Suggestions are welcomed and final approval will be made by the Human Resources Department.

**C. Wellness Presentations**

Wellness Presentations on various health care topics shall be made available for interested employees at least three times per year, through the City's health care provider. Employees shall receive a ten-dollar (\$10) Wawa gift card for each full presentation they attend.

**D. Freedom from Smoking Program**

The City shall arrange, through its health care provider, a program to assist employees who want to stop smoking. Employees who successfully complete the program shall receive a three hundred and fifty dollars (\$350.00) VISA gift card. Employees may access full information about these benefits and the requirements related to these benefits through the City's Human Resources Bureau.

**IX. Family Medical Leave (FMLA)**

The City pursuant to the Family Leave Act of 1993 and its amendments offers family medical leave to all non-union and management employees with the exception of the Mayor.

**X. Short-Term Disability Benefits**

Effective March 1, 2022, employees who have been employed by the City for at least one year shall be covered by a short-term disability benefit plan. The coverage shall provide up to twenty-four (24) weeks of benefits per claim at sixty percent (60%) of an employee's base salary (up to a maximum weekly benefit of \$2,000) for a qualifying illness, condition, or injury. Short-term disability benefits commence on the fifteenth calendar day of disability. Employees may elect, but shall not be required, to use their sick leave before receiving short-term disability benefits. Employees may elect, but shall not be required, to use their sick leave to compensate for the residual loss of base salary income while receiving short-term disability benefits, up to a 100% amount of their pre-disability salary with the City.

This benefit shall not apply to part-time employees whose normal work schedule is less than thirty (30) hours per week.

Employees may access full information about this benefit and the requirements through the City's Human Resources Bureau.

**XI. Long-term Disability Insurance**

The City offers long term disability insurance at no cost to the employee. Refer to the plan for further details.

**XII. Parental Leave**

All employees with at least twelve (12) consecutive months of paid service shall be granted four (4) weeks of paid parental leave after the birth of a child or children, or upon taking custody of an adopted child or a foster child under the age of 18. Paid parental leave will be taken consecutively during the six-month period immediately following the birth of a child or the date the employee assumes custody of the child. If both parents are City employees, their parental leaves must be consecutive and not concurrent. Employees may submit special requests to use their parental leave intermittently, through reduced schedules, or other alternative arrangements. All such requests must be approved by the City Administrator. Paid Parental Leave may be taken separately from FMLA leave.

**XIII. Workers Compensation**

A. The City provides Workers' Compensation to all employees and shall follow the rules, regulations, and provisions of the Pennsylvania Workers' Compensation Act of 1915. In the event an employee is injured performing a work-related function, the injury must be reported by completing the Workers Compensation Injury Report Packet, which includes the injury report, the panel of doctors the City has established, and the Notification to employees of their rights and duties under the PA Workers' Compensation Act form.



- B. The rate of pay in which the City will use for all non-union employees is determined by the Pennsylvania Workers' Compensation Act is 66 2/3% of the employee's regular base wages up to the statewide maximum which changes annually.

**XIV. Pension Plan**

The City offers a pension plan to all full-time employees. The plan administered through the Pennsylvania Municipal Retirement System (PMRS) is a hybrid of a defined benefit and defined contribution. The employee contribution is a minimum of 4% which is pre-taxed. Employees may contribute up to an additional 20% of their salary which is post-tax. All employees are provided a copy of the plan when hired.

**XV. Bereavement Leave**

- A. In the event of a death of an immediate family member of an employee, the employee shall be granted up to four working days off. The immediate family shall be defined a spouse, children and stepchildren, mother, father, stepmother, step-father, brother and sister of the employee, mother and father-in-law, son-in-law, daughter-in-law, grandparents and grandchildren.
- B. The City may grant funeral leave for the day of the funeral for an aunt, uncle, sister-in-law and brother-in-law and stepbrother or step sister. An additional bereavement leave may be granted through a request to the Human Resource Manager or City Administrator.