



2019 Full-Time Benefits Summary

WORK LIFE BALANCE	3
HOLIDAYS	3
FLOATING HOLIDAYS	3
VACATION LEAVE.....	3
SICK LEAVE	4
FLEXIBLE SCHEDULES	4
INSURANCE	4
MEDICAL INSURANCE	4
LITTLETON EMPLOYEE WELLNESS CLINIC	5
DENTAL INSURANCE	6
VISION INSURANCE	7
FLEXIBLE SPENDING & DEPENDENT CARE	7
RETIREMENT PLANS	8
PENSION/401(A).....	8
RETIREMENT HEALTH SAVINGS (RHS).....	8
457 DEFERRED COMPENSATION PLAN	8
ROTH INDIVIDUAL RETIREMENT ACCOUNT.....	9
SOCIAL SECURITY BENEFIT	9
LIFE & DISABILITY	9
LIFE INSURANCE	9
SHORT-TERM DISABILITY BENEFIT	9
LONG-TERM DISABILITY BENEFIT	10
EMPLOYEE RECOGNITION PROGRAMS	10
EMPLOYEE RECOGNITION PROGRAM	10
SERVICE AWARDS	11
OTHER BENEFITS	11
TRAVEL ASSISTANCE PROGRAM	11
LEGAL SHIELD	11
EMPLOYEE ASSISTANCE PROGRAM	11
TRAINING & DEVELOPMENT	12
EMPLOYEE TRAINING	12
TUITION REIMBURSEMENT.....	12
WELLNESS & SAFETY.....	12
WELLNESS PROGRAM.....	12
SAFETY COMMITTEE	13
WORKERS' COMPENSATION INSURANCE	13
TEMPORARY MODIFIED DUTY	14
INJURY LEAVE	14
PERFORMANCE EVALUATION/COMPENSATION	14
PAYDAYS	14
LEGALLY REQUIRED BENEFITS.....	14
IMPORTANT CONTACT INFORMATION	15

Work Life Balance

Holidays

The following holidays are paid for general government employees.

2019 Holiday Schedule	
New Year's Day	January 1 st , 2019
Martin Luther King Day	January 21 st , 2019
President's Day	February 18 th , 2019
Memorial Day	May 27 th , 2019
Independence Day	July 4 th , 2019
Labor Day	September 2 nd , 2019
Thanksgiving Day	November 28 th , 2019
Day after Thanksgiving	November 29 th , 2019
Christmas Eve Afternoon	December 24 th , 2019 (close at 12:00pm)
Christmas	December 25 th , 2019

Commissioned police officers, detectives, corporals, sergeants, and emergency services dispatchers are granted additional vacation hours in lieu of paid holidays.

Floating Holidays

General government employees and emergency service dispatchers receive 40 hours annually of floating holiday.

Commissioned police officers, detectives, corporals and sergeants are granted additional vacation hours in lieu of floating holidays.

At the end of each calendar year, and at the time of termination from employment, unused floating holiday hours will be forfeited.

Vacation Leave

Employees receive paid vacation leave on an annual basis at the following schedule:

2019 Vacation			
Benefit Level	General Government	Dispatch	Commissioned Police Officers, Corporals & Sergeants
Date of Hire to 5 yrs.	128	204	230
5 yrs. up to 10 yrs.	152	228	246
10 yrs. up to 15 yrs.	168	244	270
15 yrs. up to 20 yrs.	192	268	286
Over 20 yrs.	208	284	306

2019 Vacation Carry-Over	
Employee Classification	2019 Carry Over Maximums
General Government	200
Commissioned Police Officers, Detectives Corporals & Sergeants	150

Sick Leave

Full time employees earn eight hours of sick leave accrual per month. There is no carry over limit from year to year.

Flexible Schedules

Certain employees may be eligible for flexible scheduling arrangements including compressed workweeks, early or late start times, and telecommuting. Flexible scheduling arrangements are at the discretion of the Department Director/Chief or City Manager.

Insurance

Medical Insurance

Effective: First day of the following month from date of hire.

Eligibility: Employees with a full-time regular status of 30 hours per week or more, or as defined by ACA. Dependent Children are covered through the last day of the month in which they reach age 26.

Plan: The health plan is administered by CIGNA HealthCare with a Preferred Provider Option (PPO) and a Local Plus plan. No referrals are needed.

2019 Monthly Medical Premiums			
	Employee Share	City Share	Total Premium
Employee Only	\$ 71.17	\$ 640.58	\$ 711.75
Employee + Spouse	\$ 291.46	\$ 1,165.84	\$ 1,457.30
Employee + Child(ren)	\$ 270.46	\$ 1,081.86	\$ 1,352.32
Family	\$ 416.37	\$ 1,665.49	\$ 2,081.86

Medical Plan Summary of Major Benefits		
	In-Network	Out-of-Network
Play Year Deductible (Individual/Family)	\$0.00/\$0.00	\$500/\$10,000
Out-of-Pocket Maximum (Individual/Family)	\$5000/\$10,000	\$10,000/\$20,000
Preventive Care	Plan Pays 100%	Not covered
Primary Care Visit	\$20 copay/visit	50% coinsurance after deductible
Urgent Care	\$50 copay/visit	\$50 copay/ visit deductible does not apply
Emergency Room	\$250 copay/ visit	\$250 copay/ visit deductible does not apply
Acupuncture (Limit 20 visits per calendar year)	\$20 copay/visit	Not covered
Chiropractic Care (Limit 24 visits per calendar year)	\$20 copay/visit	50% coinsurance after deductible
Diagnostic Lab/X-Ray (x-ray, blood work)	20% coinsurance	50% coinsurance after deductible
Imaging (CT/Pet Scans, MRI)	20% coinsurance	50% coinsurance after deductible
Inpatient Hospital Stay	20% coinsurance	50% coinsurance after deductible
Prescription Drugs	20% coinsurance (\$250/prescription max on Tier 4)	50% coinsurance after deductible

Littleton Employee Wellness Clinic

Eligibility: All employees and dependents 2 years of age and older enrolled in the medical plan.

Services: The Littleton Employee Wellness Clinic (LEWC) provides fast and convenient 20-minute primary care services. The providers can treat preventative, acute, and chronic conditions. Examples of

services provided include sore throat, cold, flu, routine blood work, physicals, treatment for high blood pressure, diabetes, and health coaching. Over 200 generic prescription medications are available on site.

Cost: All visits, lab testing, blood work, and generic prescription medications are free.

Location: 2004 West Powers Avenue Littleton, CO 80120

Hours: Monday 8:00am-12:00pm; Tuesday 7:00-11:00am; Wednesday and Thursday 2:30-6:30pm.

Dental Insurance

Effective: First day of the following month from date of hire.

Eligibility: Employees with a full-time regular status. Dependent Children are covered through the last day of the month in which they reach age 26.

Effective: First full month following date of hire.

Eligibility: Employees with a full-time regular status of 30 hours per week or more. Dependent Children are covered through the last day of the month in which they reach age 26.

2019 Monthly Dental Premiums			
	Employee Share	City Share	Total Premium
Employee Only	\$ -	\$ 45.86	\$ 45.86
Employee + Spouse	\$ 44.21	\$ 45.86	\$ 90.07
Employee + Child(ren)	\$ 44.21	\$ 45.86	\$ 90.07
Family	\$ 89.95	\$ 45.86	\$ 135.81

Dental Plan Summary Of Major Benefits		
	In-Network	Out-of-Network
Play Year Deductible (Individual/Family)	\$50/\$150 (applies to basic and major only)	\$50/\$150 (applies to basic and major only)
Calendar Year Maximum Benefit	\$2,000 per person	\$2,000 per person
Preventive Care	Plan Pays 100%	Plan Pays 100%
Basic Services (fillings, root canal, periodontics, and oral surgery)	Plan Pays 100%	Plan Pays 100%
Major Services (crowns, bridges, partials, dentures, implants)	50% coinsurance	50% coinsurance
Orthodontics	50% coinsurance (for dependents to age 24 only, \$1,800 Lifetime Max)	50% coinsurance (for dependents to age 24 only, \$1,800 Lifetime Max)

Vision Insurance

Effective: First full month following date of hire.

Eligibility: Employees with a full-time regular status. Dependent Children are covered through the last day of the month in which they reach age 26.

2019 Monthly Vision Premiums			
	Employee Share	City Share	Total Premium
Employee Only	\$ -	\$ 9.48	\$ 9.48
Employee + Spouse	\$ 5.69	\$ 9.48	\$ 15.17
Employee + Child(ren)	\$ 6.01	\$ 9.48	\$ 15.49
Family	\$ 15.49	\$ 9.48	\$ 24.97

Vision Plan Summary of Major Benefits		
	Details	Copay
Well Vision Exam	covered every calendar year	\$10.00
Prescription Glasses		\$25.00
Frame	\$130 or \$150 allowance, covered every other year	cost included in prescription glasses
Lenses	covered every year	cost included in prescription glasses
Lens Enhancements	covered every year	\$50-\$160 depending on option selected
Contacts (instead of glasses)	\$130 allowance every calendar year	Up to \$60 (for contact lens exam, fitting and evaluation)
*Out of network benefits are reimbursed at various amounts. See Vsp.com for details		

Flexible Spending & Dependent Care

Effective: First day of the following month from date of hire.

Eligibility: Employees with a full-time regular status of 40 hours per week or more may elect.

Benefit: Your pre-tax payroll deduction can be used for dependent care and medical expenses not paid for by an insurance company. The maximum contribution is \$5,000 per calendar year for dependent care and \$2,650 for flexible spending account for medical expenses. At year end, up to \$500 of your FSA balance can roll into the following year.

Retirement Plans

Pension/401(a)

Effective: Date of hire.

Eligibility: Employees with a regular full- time status of 40 hours per week or more.

Vesting Schedule: Employees are fully vested in the employer’s contributions into the 401(a) & FPPA plans after five years of employment.

Pension/401a Contributions		
Employee Classification	2019 Mandatory Employee Contribution	COL Contribution
401a- general government employees	5%	7%
401a- Commissioned Police Personnel- Hired before 10/14/18 & did not elect FPPA	10%	10%
FPPA- Commissioned Police Personnel- Hired on or after 10/14/18	10.5%	8%
FPPA- Commissioned Police Personnel- Hired before 10/14/18	12.5%	12%

Retirement Health Savings (RHS)

Effective: Employed on March 31st, June 30th, September 30th, December 31st of each year.

Eligibility: Employee with a regular full-time status of 40 hours per week or more.

Benefit: \$100 deposited quarterly into a Retirement Health Savings (RHS) account for a total of \$400 annually. Funds can be used upon terminating employment for medical, dental or vision expenses.

457 Deferred Compensation Plan

Effective: Date of hire.

Eligibility: Employees with a regular full-time status of 40 hours per week or more may voluntarily elect.

Benefit: Employee elects contribution amounts and make investment selections. Contributions can be made up to the IRS maximum contribution amount (\$19,000 in 2019). Employees 50 or older can contribute an additional \$6,000 as a designated “catch-up” provision.

Employer Match: The city provides up to a 2% match on voluntarily elected contributions for general

government and police employees hired before 10/14/18 that elected to stay with ICMA. The employer voluntary match for the police plan is contributed in the employee's 401(a) and subject to the 401(a) vesting schedule. The employer voluntary match for the general government plans is contributed in the employee's 457.

Vesting Schedule: Employees are immediately fully vested in the employer's contribution to the 457 plan.

Roth Individual Retirement Account

Effective: Date of hire.

Eligibility: Employees with a regular full-time status of 40 hours per week or more may voluntarily elect.

Benefit: Employee elects contribution amounts and makes investment selections. Contributions can be made up to the IRS maximum contribution amount of \$6,000 for 2019 after-tax for employees under age 50 and \$7,000 for employees over age 50. There are no city contributions.

Social Security Benefit

Benefit: Social Security and Medicare match of 7.65%. Commissioned police do not pay social security

Life & Disability

Life Insurance

Effective: Date of hire.

Eligible: Employees with a full-time regular status of 40 hours per week or more.

Coverage: Basic Life/AD&D Insurance coverage is for an amount equal to 1.5 times your basic annual earnings to a maximum of \$250,000. Supplemental life insurance is available for employee, spouse and dependent children.

Premiums: City pays 100% of the premium for basic Life AD&D.

Short-Term Disability Benefit

Effective: Date of hire.

Eligible: All employees with a full-time regular status of 40 hours per week or more.

Premiums: City pays 100% of the premium.

Benefit: 60% of weekly income up to \$3,500/week. Benefit starts after a 14-day waiting period and all sick time has been used. Lasts until the employee is able to return to work, or to a maximum of 11 weeks, whichever occurs first.

Long-Term Disability Benefit

General Government Employees:

Effective: Date of hire.

Eligible: All general government employees with a full-time regular status of 40 hours per week or more and commissioned police eligible for normal retirement as defined by FPPA .

Premiums: City pays 100% of the premium.

General Government Benefit: After a 90 day waiting period provides 60% of monthly income up to \$6,000/month excluding other income received due to your disability (e.g. Social Security, Workers Compensation, etc.) for the first two years. Thereafter, if determined to be totally disabled, benefit continues up to age 65 or Social Security Normal Retirement Age. If disability begins on or after age 62, the date of completion of benefits continues as specified in the policy.

Commissioned Police Eligible for Normal Retirement: After a 90 day waiting period provides 40% of monthly income up to \$2,000/month excluding other income received due to your disability (e.g. Social Security, Workers Compensation, etc.) for up to two years depending on age at time of disability.

Commissioned Police

Effective: Date of hire with the statewide Fire and Police Pension Association (FPPA) Death and Disability benefit.

Eligible: All commissioned police with a full- time regular status not eligible for normal retirement as defined by FPPA.

Premium: City pays 100% of the premium for the commissioned police and fire personnel hired after January 1, 1997. The State of Colorado funds the benefit for those employees hired prior to January 1, 1997.

Benefit: Varies according to the number of dependents of the employee.

Employee Recognition Programs

Employee Recognition Program

The City's employee recognition program recognizes employees for their dedication and commitment to the success of the City.

Some Examples of Programs Available for All Employees:

- I Heart Littleton the City's peer-to-peer recognition program
- On the Spot Awards the City's supervisor recognition program
- City wide events such as breakfast, ice cream socials, and holiday events
- Annual monetary employee recognition awards given out in various categories

Service Awards

Employees receive a milestone anniversary award for every five years of service.

2019 Service Awards		
Dollar Amount	Years of Service	Most Recent Hire or Re-Hire Year for 2019 Award
\$ 100.00	5	2014
\$ 200.00	10	2009
\$ 300.00	15	2004
\$ 400.00	20	1999
\$ 500.00	25	1994
\$ 600.00	30	1989
\$ 700.00	35	1984
\$ 800.00	40	1979

Other Benefits

Travel Assistance Program

Benefit: As part of the Basic Life and AD&D, and Long Term Disability Insurance plans, a travel assistance program is included that offers 24-hour, toll-free access to emergency assistance services for employees and their families who are traveling more than 100 miles from home for business or pleasure. Some of the services include: emergency medical evacuation, medical repatriation, medical referrals, emergency medical payments, repatriation of remains, replacement of medications, and emergency personal services and pre-trip information.

Contact: Voya 1-800-955-7736

Legal Shield

Benefit: LegalShield gives you the ability to talk to an attorney on any matter without worrying about high hourly costs. For a flat payroll deduction, you can access legal advice or assistance. Identity theft protection is also available.

Contact: Cheryl Garcia 720-371-1736

Employee Assistance Program

Benefit: Five free counseling visits per family member per incident for each employee through Mines and Associates. In addition legal, financial, work/life and wellness services are available to all employees.

Contact: Mines & Associates 1-800-873-7138

Training & Development

Employee Training

The City offers educational training to employees on a wide variety of topics. Training and professional certification/licensing renewals are available as provided by each department's budget.

The City offers a robust career development program with easy to follow steps to help you grow your career. This program offers the opportunity to develop new skills and enhance knowledge within your current position and/or prepare you for higher level positions within the City.

Tuition Reimbursement

Eligibility: When funding is available, 40 hour full-time employees who have completed their probationary period are eligible for the City's tuition reimbursement program.

Benefit: Courses for advanced degrees & education related to an employee's position with the City may qualify for reimbursement. Reimbursements will be approved within the program's criteria on a first-come-first serve basis when funding is available up to \$3,000 annually.

Wellness & Safety

Wellness Program



The City's wellness program is designed to promote and improve health and well-being in the lives of City employees through health education and wellness programs. Our goal is to establish a work environment that promotes a healthy lifestyle both at work and at home. Our wellness program is focused on preventative health care, health education and fostering healthy lifestyles.

Programs Available for Benefit eligible Employees:

Employees and spouses are invited to participate in a variety of health programs that can earn individuals up to \$300 a year or \$600 a household a year! Our easy to use program offers cash incentives ranging from \$10 to \$75 for completing wellness goals such as an annual physical, telephonic coaching, and other preventative exams.

In addition we offer an array of health programs for all employees.

Programs Available for All Employees:

- On-site Biometric Health Screenings

- Free Flu Shots
- Lunch & Learns – healthy lunch is provided during wellness talks and education programs
- Employee Health Fair – local Littleton businesses join us on site to promote health and educate on a variety of wellness topics
- Regular Wellness Challenges – challenges focus on tracking physical activity, nutrition, stress management and healthy lifestyle behaviors. Join individually or with a team of coworkers to earn incentives and prizes!
- Bike Share Program
- Wellness Classes - regular one-hour talks on a variety of health topics are offered throughout the year at various work sites.
- Quarterly Wellness Newsletters – keep informed about up-coming health programs, classes and events. It also contains tips about living a healthy lifestyle, managing chronic conditions, and myth buster tips on common health misconceptions.
- Free Massages
- Mental Health Programs
- Healthy Workplace Foods Policy

Wellness is incredibly important to us and we choose to focus a lot of our efforts towards making sure our employees are healthy and happy. We seek annual recognition from organizations such as the American Heart Association and Health Links Certified Business Leader to demonstrate our commitment to health.



Safety Committee



We strive to provide a safe work environment in which all employees go home safe every day.

The purpose of the City Safety Committee is to regularly bring city employees and management together in a cooperative effort to communicate and to promote workplace safety. It's an opportunity to assist in city safety initiatives and make recommendations for improvements regarding safety issues and training opportunities.

Having involvement at all levels of the organization allows us to creatively and inclusively problem solve through safety concerns as they arise and be strategic with our long-term safety initiatives.

Workers' Compensation Insurance

Workers compensation insurance provides payment for medical expenses arising from job-related injuries

and illnesses of an employee for which the city's insurance carrier has admitted liability.

Temporary Modified Duty

The city also has a temporary modified duty program that may enable an employee to return to work in a temporary alternative position in the employee's department or another department during recovery from the injury or illness.

Injury Leave

After the city's workers compensation carrier has admitted liability for an on-the-job injury or illness, an employee may receive up to 6 months of paid injury leave. Injury leave is paid at regular, full-time salary, and does not reduce your sick leave or vacation accumulations. The total wage replacement may not exceed 100% of regular wages after accounting for 66 2/3% Worker's Compensation pay.

Performance Evaluation/Compensation

All newly hired employees will be placed in a one-year probationary period that begins on the date of hire. The probationary period of employment is followed by a performance evaluation and the employee is eligible for a merit increase at that time.

Performance is reviewed continually and written Performance Reviews are provided annually thereafter by the supervisor.

In 2019, top performing city employees are eligible to receive a high performance bonus of \$1,200-\$2,000.

Paydays

Paydays are biweekly on Fridays and direct deposit of paychecks is mandatory. All regular full-time employees are paid current.

Legally Required Benefits

Worker's compensation insurance, unemployment insurance, Social Security and other benefits required by law are fully paid by the city.

Important Contact Information

Medical: Cigna (Group #3332146)
1-800-CIGNA24 (1-800-244-6224)
Website: www.myCigna.com

Dental: Delta Dental (Group #1235)
1-800-610-0201
Website: www.deltadentalco.com

Vision: Vision Service Plan (VSP) (Group #12198600)
1-800-877-7195
Website: www.vsp.com

Human Resources:
303-795-3857
HR@Littletongov.org

Employee Relations:
Noël Mink
303-795-3902
NMink@Littletongov.org

Employee Assistance Program (EAP): MINES & Associates
1-800-873-7138

To access web information, log on to your account at:
www.minesandassociates.com

Flexible Spending Account Administrator:
24HourFlex
Customer Service: 800-651-4855
Website: www.24hourflex.com
Email: info@24hourflex.com

Littleton Employee Wellness Clinic: CareHere
1-877-423-1330
Website: www.carehere.com
Access code to register an account: MCPN2



Human Resources

HR@Littletongov.org

2255 West Berry Avenue

Littleton, Colorado 80120

303-795-3857

