



Summary of Benefits for Non-Represented Management and Legislative Personnel Group (2024)

Welcome to employment with the City of Saint Paul! This information sheet is a summary of benefits for employees in the Non-Represented Management and Legislative Personnel Group. Your benefits begin on the first day of work.

Vacation

Employees covered by this policy shall be eligible for paid vacation as follows:

Years of Service	Number of Vacation Days
1 through 4 years	17 days
5 through 7 years	22 days
8 through 15 years	25 days
16 years and thereafter	29 days

Vacation accrual rate is determined on the original employment date. Determination of the initial amount of vacation for unclassified positions will be made by the appointing official at the time of hire based on equivalent professional experience, length of time with the City of St. Paul and other factors.

Personal Leave

Non-reps are eligible for six personal leave days (discretionary days) per year.

Holidays

Employees receive eleven holidays as listed: New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day .

Deferred Compensation

The City has two employer sponsored tax deferred 457 compensation plans: the State of Minnesota’s Deferred Compensation Plan and Voya. You may participate immediately upon hire. Your contribution will be matched on a dollar-for-dollar basis each year up to a certain dollar amount as shown in the table below. (**Note:** Healthy St Paul is the City’s Wellness Plan.)

2024 Deferred Compensation Match	
Base Match	Healthy Saint Paul prior year participation (1500+ points)
\$2500	\$4300

Medical

Medica is the City’s health insurance provider. The employee cost toward the premium for single health insurance (any plan) in the Non-Represented group is \$0. The employee cost toward the premium for family health insurance varies according to the plan. The table below shows the 2024 employee monthly contribution.

Non-Rep Cost by Plan	Co Pay Choice	\$2500 Choice	\$2500 Elect	\$2500 Vantage	\$2500 Park Nicollet
Single	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Family	313.38	244.34	219.26	219.26	217.94

Dental

HealthPartners Dental offers the City of Saint Paul dental plans for employees and their families. All three plans include coverage for preventive services like routine cleanings. If you want additional dental coverage beyond preventive care, you may wish to enroll in the Comprehensive or Comprehensive Plus dental plan, which include coverage for services such as fillings, crowns, oral surgery, orthodontics and more. You only need to select one plan based on your specific dental needs. See table below for the 2024 employee monthly contribution.

2024 Monthly Rates

	Preventive	Comprehensive	Comprehensive Plus
Single	\$0.00	\$19.69	\$23.04
Single + 1	\$0.00	\$38.67	\$45.31
Family	\$0.00	\$61.11	\$113.20

The City pays the cost of the preventive plan.

Other Insurances

- Short-Term and Long-Term Disability insurance are provided at City cost.
- Life Insurance: 100% of premium cost for an amount of coverage equaling one and one-half (1.5) times the employee's annual salary is paid by the City. Additional life insurance above the amount is available for the employee, spouse, and dependents at a group rate after eligibility.
- Employees may purchase Accidental Death and Dismemberment at a minimal monthly charge. Spousal coverage is also available under this plan.

Enrollment is done online at <https://stpaul-lsf01.cloud.infor.com/lawson/xbnnnet/benannenroll.htm?type=newhire>

ADDITIONAL BENEFITS

Flexible Spending Accounts

Medical expenses not covered by insurance, transportation expenses not reimbursed by the City, and childcare expenses can be paid out of "pre-tax" dollars through flexible spending accounts. The City pays the administrative costs associated with flexible spending accounts.

Subsidized Metro Bus Plan

The City subsidizes a significant portion of bus passes for employees working in 55101 and 55102 zip codes.

Enrollment form can be found on the City's intranet site. Council staff may have other options available to them.

Electronic Fund Transfer

Paychecks are easily deposited by using electronic fund transfer.

City and County Credit Union

The City and County Credit Union offers many services: savings, checking, ATM/debit cards, on-line services, VISA credit cards, car loans, personal loans, mortgages and more. (651-225-2754)

PERA

Most City employees are covered by the Public Employees Retirement Association (PERA,) which is also the retirement system of other public jurisdictions and most State employees in Minnesota. Employees in the Coordinated Plan contribute 6.5% of salary and the City contributes 7.5% of salary to PERA. Employees in the Police and Fire Plan contribute 11.8% of salary and the City contributes 17.7% of salary to PERA. Elected Officials have an option to contribute 5% of salary and the City contributes 5% of salary to PERA ([Membership Election Form](#)). PERA is "transportable" to many other public jurisdictions in Minnesota.

FICA

FICA (Social Security/Medicare) also applies to Saint Paul. The employee's contribution is 7.65%, and the City's contribution is 7.65%.

If discrepancies are found, the Wage and Benefit Policy for the Non-Represented Management and Legislative Personnel supersedes this document. If you have any other benefit questions, contact Nance Lee Mosquera, Employee Benefits Manager at (651) 266-8894.