



CITY OF SAINT PAUL

Summary of Benefits for Non-Represented Management and Legislative Personnel Group (2019)

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 ten holidays as listed: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, 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, including the State of Minnesota's Deferred Compensation Plan and Voya. 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.)

2019 Deferred Compensation Match	
Base Match	\$2,000
Healthy Saint Paul	\$3,800

Medica is the City's health insurance provider. The employee contribution toward the premium for single health insurance (any plan) in the Non-Represented group is \$0. The employee contribution toward the premium for family health insurance varies according to the plan. The table below shows the 2019 employee monthly contribution toward the family premium.

Plan	Employee Cost for Family Coverage
Co Pay Choice	\$260.38
\$2500 Choice	\$202.17
\$2500 Elect	\$188.23
\$2500 Vantage	\$182.31
\$2500 Park Nicollet	\$182.31

- Preventive dental insurance through Delta Dental is included with any plan listed above.

- Short-Term Disability is provided at City cost.
- Long-Term Disability is 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.

Enrollment is done online at <https://palawsonprod.stpaul.city/lawson/portal/>
 Contact Jane Wateland in Benefits for enrollment instructions: (651) 266-8890

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.

GENERAL OPTIONAL BENEFITS

Deferred Compensation

Tax deferred 457 compensation plans are available through the State of Minnesota's Deferred Compensation Plan and through Voya. You may begin to participate immediately upon hire.

Flexible Spending Accounts

Medical expenses not covered by insurance, transportation expenses not reimbursed by the City, and child care expenses can be paid out of "pre-tax" dollars through flexible spending accounts. The City pays the administrative costs associated with flexible spending accounts. The annual max is \$2,500.

Dental Insurance

A full dental plan through Delta Dental is available at employee cost.

Life Insurance

Additional life insurance above the amount provided by the City is available for the employee, spouse, and dependents at a group rate after eligibility.

Accidental Death and Dismemberment Insurance

Employees may purchase AD&D at a minimal monthly charge. Spousal coverage is also available under this plan.

Subsidized Metro Bus Plan

The City subsidizes a significant portion of bus passes for employees working in 55101 and 55102 zip codes. (Contact your payroll personnel.)

Electronic Fund Transfer

You can deposit your employment checks easily by using electronic fund transfer. (Contact your payroll personnel)

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)

Employee Development

There is a modest tuition reimbursement program and other training opportunities. (Contact HR at 651-266-6498)

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. In 2019, 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 10.8% of salary and the City contributes 16.2% of salary to PERA. PERA is "transportable" to many other public jurisdictions in Minnesota. Contact PERA at 651-296-7460 (toll free 1-800- 652-9026). Website is: <http://www.mnpera.org/>

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%.