City of Colleyville Classification and Compensation Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Wednesday, January 18, 2017 — Executive Conference Room
6:00 p.m. — Third Floor – City Hall

1. CALL TO ORDER

2. INTRODUCTION OF COMMITTEE MEMBERS AND COMMITTEE CHARGE

3. PRESENTATION AND DISCUSSION

3a Discussion of Classification and Compensation Study

4. DISCUSSION OF FUTURE MEETING DATES

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, January 13, 2017 *by 5:00 p.m.*

Amy Shelley, TRMC
City Secretary

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Economic Development Marketing Coordinator at least 48 hours in advance at 817.503.1050, and reasonable accommodations will be made to assist you.

City of Colleyville Classification and Compensation Committee Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3a **Agenda Date** 01/18/2017 **Number**
Type Presentation and Discussion
Department Human Resources

Title

Discussion of Classification and Compensation Study

Strategy Map Connection

L1- Attract, develop, and retain skilled employees who embrace our values B4- Cultivate a culture of transparency and consistent communication

Explanation

Human Resources Director Rachel Huitt will lead the discussion and review of this item.

Attachments

1. City of Colleyville Compensation Philosophy and Strategy
2. City of Colleyville Pay Plan with Functional Titles
3. Q1 Employment Report FY16
4. Q2 Employment Report FY16
5. Q3 Employment Report FY16
6. Q4 Employment Report FY16
7. Summary of Employee Leave Policies
8. Insurance Benefits Guide
9. Presentation to Classification and Compensation Study Committee

CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

PURPOSE

- The City of Colleyville (City) values its employees as the key to providing efficient, effective, responsive and creative public services.
- The purpose of a compensation system is to support the recruitment, **motivation** and retention of well-qualified employees. In order to obtain and maintain taxpayer support, the compensation system should be fiscally sound and cost effective while supporting the employees of the City by encouraging them to be responsive to customers/taxpayers.
- The compensation system shall be administered in an efficient, cost effective, responsive, fair and equitable manner to meet the needs of all stakeholders including elected officials, managers, employees and citizens of the City.

GOAL 1 – ORGANIZE THE WORK

To provide for a simplified flexible classification system that defines the general scope and complexity of the work required. The classification system will also facilitate internal equity across all jobs within all departments of the City.

Objective 1 – Broad Class Structure

To establish a classification structure that reflects meaningful and measurable differences in the level of work within each occupational group but maintains the flexibility necessary for employee growth and efficient management.

Strategies – Broadly Defined Classes

- The classification system will consist of <u>broadly defined</u> classes that reflect the essential duties and responsibilities performed by incumbents in each class. This approach will facilitate flexibility in the assignment of duties to individual employees within the job classification.
- Where practical and feasible within each occupational group, there will be an opportunity for career advancement opportunities. The differences in job levels will be clearly defined and defensible.

Objective 2 – Classification Structure

The classification plan will meet the current needs of the departments while providing maximum flexibility to manage and organize the work in a changing environment.

CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

Strategies – Classification System Maintenance

- The existing classification system will be reviewed to identify current requirements that may inhibit management flexibility. Recommendations will be made to make the system consistent with the City's goals and objectives and will position the City to be responsive to change.
- The class specifications, including the statements of essential duties, minimum qualifications, and physical requirements, will be written to reflect the current needs of the City. The goal is to ensure that new hires are qualified and capable of performing the work required. Incumbents who currently do not meet the minimum qualifications will be grandfathered into their current classes. However, any incumbent not meeting the new minimum requirements will be required to acquire the applicable knowledge and/or skills within a reasonable time period so that they will be qualified for their job. Otherwise, the employee may apply for vacant positions elsewhere in the City, or other positions external to the City, for which they qualify.

Objective 3 – Reclassification of Jobs

The reclassification process will be administered by the Human Resources Department in an efficient, cost effective, responsive, fair, and equitable manner to meet the needs of both the City and its employees. Because the City has adopted the concept of broad job classifications, the number of reclassifications should be minimal since the differences between classifications will be clearly defined.

Strategies – Reclassification Process

- Timetables will be established which will set the time the reclassifications will be reviewed and acted upon.
- Responsibilities for each step of the reclassification process will be established to include the employee, department head, and the Human Resources Department.
- Employees will be notified in writing of the results of the reclassification process and the reasons for approval or denial.
- Employees who are reclassified will not receive any adjustment in their base compensation unless the salary range for the class into which they are reclassified has a minimum salary that exceeds the employee's current salary. Reclassification should not be used to circumvent promotions into a higher job classification.

Objective 4 – Creation of New Jobs

The classification system will be responsive to organizational and environmental change through the creation of new classes and redefinition of job responsibilities as defined by the City and its departments.

CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

Strategies – New Job Development Process

- The class specifications will be reviewed by the departments on an annual basis to ensure they meet current needs. The Human Resources Department will facilitate the review process.
- The Human Resources Department will respond to department requests for individual reclassification, and will assist with the revision of class specifications and development of new class specifications within the broad class concept, as necessary to meet the on-going operational requirements of the City.

GOAL 2 – DISTRIBUTE PAY

The compensation system should reflect economic conditions of the various occupational labor markets in which the City competes. The system should also reward employees who perform at above-standard levels within their respective job class.

Objective 1 – Compensation Levels

Compensation levels should reflect the multiple labor markets (both public sector and private sector) in which the City competes. The value of compensation offered to City employees shall be consistent with the value of compensation offered by employers with whom the City must compete within both the public and the private sectors.

Strategies – Executive Level Classes

- For FLSA exempt classes and jobs that are most commonly found in the public sector, the labor market should include the various government entities within Texas. The jurisdictions and organizations should be similar in size and character and perform a similar range of services as the City. Salary comparisons shall reflect the cost of labor differences for each geographic location.

Strategies – All Other Classes

- For FLSA non-exempt classes, the labor market should include public and private sector employers in the Dallas/Fort Worth metropolitan area that are of a similar size and complexity to the City and/or with whom the City competes for such employees.

Objective 2 – Market Parity

Pay grade midpoints should approximate the actual average salaries paid to positions in the relevant labor market(s) as reported in salary survey and market pricing results. Pay range minimums and maximums should be established from survey/market pricing results to provide for market parity within the pay structures.

CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

	Strategies – Range Spans
	▪ The salary structure should provide sufficient breadth with range spans based on the level of the job classification and market information. Typically, salary ranges for lower level jobs are narrower than for upper level jobs. For example, defined jobs within an organization might have a maximum salary that is only 20% to 25% greater than the salary range minimum for the job class. For executive level jobs, the salary range maximum may be as much as 75% to 90% greater than the minimum of the salary range for the class. This range spread at higher levels in the organization reflects a variety of factors including a longer learning curve, greater consequence of error, the cost of recruitment and training, and increasing value to the organization over time. As class structures become broader to accommodate simplification and flexibility, broader salary ranges will have higher maximum rates of pay than with a narrow structure.
	Strategies – Depth of Range Progression
	▪ The salary structure should provide sufficient depth to achieve midpoint progression between salary ranges of five to ten percent. (This is the percentage difference in salary range midpoints from one level or salary grade to the next.) The salary structure is based on a multiple regression model using salary survey results. (Most regression models exclude outliers that exceed two standard deviations from the norm.)
	Strategies – Process for Salary Progression
	▪ The length of time for progression within the salary range should increase as jobs move up the salary grade structure. Progression within the salary range should be based on proficient or competent performance up to the 50th percentile or job rate of the established salary range. Progression above the job rate of the salary range shall be based on performance that is above proficient and should be tied to the performance management process. Compensation above the job rate will be performance based and may be added to base compensation or may be granted as a one-time bonus.
	Strategies – Job Rate Percentile
	▪ Each classification should have a job rate (the midpoint for non-sworn positions and the maximum for sworn positions) set at a percentage of the actual average salary paid incumbents occupying like positions in the relevant labor market. The job rate shall approximate the 50th percentile or the median of pay for like positions in the labor market.
	Strategies – Hiring Range
	▪ The hiring range is from the range minimum for minimally acceptable qualified candidates to the job rate for exceptionally well qualified candidates.

	Appointment above the mid-point will require the approval of the City Manager.

Colleyville Pay Plan with Functional Titles

Occupational Group	Job Classification	Grade	FLSA	Functional Title	FY17 Pay Ranges			Spread
Library Services	Library Clerk	A12	Non-Exempt	PT Library Clerk	$ 12.79	$ 15.34	$ 17.90	40%
Maintenance & Operations	M&O Technician	A12	Non-Exempt	Building Attendant	$ 26,595	$ 31,914	$ 37,230	40%
Maintenance & Operations	M&O Technician	A12	Non-Exempt	Meter Reader	$ 26,595	$ 31,914	$ 37,230	40%
Administrative Support	Administrative Support Assistant	A13	Non-Exempt	Administrative Court Clerk	$ 29,786	$ 35,743	$ 41,701	40%
Administrative Support	Administrative Support Assistant	A13	Non-Exempt	Administrative Clerk	$ 29,786	$ 35,743	$ 41,701	40%
Maintenance & Operations	M&O Technician	A13	Non-Exempt	Park Maintenance Worker	$ 29,786	$ 35,743	$ 41,701	40%
Maintenance & Operations	M&O Technician	A13	Non-Exempt	PT Park Maintenance Worker	$ 14.32	$ 17.18	$ 20.05	40%
Maintenance & Operations	M&O Technician	A13	Non-Exempt	Field Technician	$ 29,786	$ 35,743	$ 41,701	40%
Maintenance & Operations	Code Enforcement Officer	B21	Non-Exempt	Code Enforcement Officer	$ 31,454	$ 39,318	$ 47,181	50%
Administrative Support	Administrative Support Technician	B22	Non-Exempt	Office Assistant	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support	Administrative Support Technician	B22	Non-Exempt	Permit Technician	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support	Administrative Support Technician	B22	Non-Exempt	Accounting Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support	Administrative Support Technician	B22	Non-Exempt	Billing Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support	Administrative Support Technician	B22	Non-Exempt	Records Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support	Administrative Support Technician	B22	Non-Exempt	Property Room Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Library Services	Library Assistant	B22	Non-Exempt	PT Youth Services Assistant	$ 16.18	$ 20.23	$ 24.27	50%
Library Services	Library Assistant	B22	Non-Exempt	PT Circulation/Technical Assistant	$ 16.18	$ 20.23	$ 24.27	50%
Maintenance & Operations	M&O Specialist	B22	Non-Exempt	Irrigation Specialist	$ 33,656	$ 42,070	$ 50,484	50%
Maintenance & Operations	M&O Specialist	B22	Non-Exempt	Equipment Operator	$ 33,656	$ 42,070	$ 50,484	50%
Maintenance & Operations	M&O Specialist	B22	Non-Exempt	Meter Services Worker	$ 33,656	$ 42,070	$ 50,484	50%
Maintenance & Operations	M&O Specialist	B22	Non-Exempt	Facilities Maintenance Technician	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support	Administrative Support Specialist	B23	Non-Exempt	Senior Court Clerk	$ 36,253	$ 45,316	$ 54,378	50%
Administrative Support	Administrative Support Specialist	B23	Non-Exempt	Administrative Secretary	$ 36,253	$ 45,316	$ 54,378	50%
Administrative Support	Administrative Support Specialist	B23	Non-Exempt	Lead Records Coordinator	$ 36,253	$ 45,316	$ 54,378	50%
Administrative Support	Administrative Support Specialist	B23	Non-Exempt	Utility Billing Analyst	$ 36,253	$ 45,316	$ 54,378	50%

Colleyville Pay Plan with Functional Titles

Occupational Group	Job Classification	Grade	FLSA	Functional Title	FY17 Pay Ranges			Spread
Management & Program Support	Management Specialist	B23	Non-Exempt	GIS Technician	$ 36,253	$ 45,316	$ 54,378	50%
Maintenance & Operations	M&O Specialist	B23	Non-Exempt	Parks Crew Leader	$ 36,253	$ 45,316	$ 54,378	50%
Maintenance & Operations	M&O Specialist	B23	Non-Exempt	Sign Technician	$ 36,253	$ 45,316	$ 54,378	50%
Maintenance & Operations	M&O Specialist	B23	Non-Exempt	Mechanic	$ 36,253	$ 45,316	$ 54,378	50%
Maintenance & Operations	M&O Specialist	B23	Non-Exempt	Pump Maintenance Operator	$ 36,253	$ 45,316	$ 54,378	50%
Maintenance & Operations	M&O Specialist	B23	Non-Exempt	Utility Backflow Technician	$ 36,253	$ 45,316	$ 54,378	50%
Maintenance & Operations	M&O Specialist	B23	Non-Exempt	Building Operations Attendant	$ 36,253	$ 45,316	$ 54,378	50%
Administrative Support	Administrative Support Specialist	B24	Non-Exempt	Executive Secretary	$ 39,743	$ 49,679	$ 59,615	50%
Administrative Support	Administrative Support Specialist	B24	Non-Exempt	Planning Technician	$ 39,743	$ 49,679	$ 59,615	50%
Administrative Support	Administrative Support Specialist	B24	Non-Exempt	Deputy Court Administrator	$ 39,743	$ 49,679	$ 59,615	50%
Maintenance & Operations	M&O Project Specialist	B25	Non-Exempt	Building Inspector	$ 44,819	$ 54,737	$ 67,451	50%
Maintenance & Operations	M&O Project Specialist	B25	Non-Exempt	Plans Examiner	$ 44,819	$ 54,737	$ 67,451	50%
Maintenance & Operations	M&O Project Specialist	B25	Non-Exempt	Construction Inspector	$ 44,819	$ 54,737	$ 67,451	50%
Maintenance & Operations	M&O Project Specialist	B25	Non-Exempt	Environmental Compliance Officer	$ 44,819	$ 54,737	$ 67,451	50%
Administrative Support	Administrative Support Coordinator	C41	Exempt	Billing Supervisor	$ 50,196	$ 62,745	$ 75,294	50%
Library Services	Librarian	C41	Exempt	PT Assistant Adult Services Librarian	$ 25,098	$ 31,373	$ 37,647	50%
Library Services	Librarian	C41	Exempt	PT Assistant Circulation/Info Librarian	$ 25,098	$ 31,373	$ 37,647	50%
Management & Program Support	Management Analyst	C41	Exempt	Accountant	$ 50,196	$ 62,745	$ 75,294	50%
Management & Program Support	Management Analyst	C41	Exempt	Assistant City Secretary	$ 50,196	$ 62,745	$ 75,294	50%
Management & Program Support	Management Analyst	C41	Exempt	Human Resources Analyst	$ 50,196	$ 62,745	$ 75,294	50%
Management & Program Support	Management Analyst	C41	Exempt	Information Systems Analyst	$ 50,196	$ 62,745	$ 75,294	50%
Management & Program Support	Management Analyst	C41	Exempt	Recreation Specialist	$ 50,196	$ 62,745	$ 75,294	50%
Management & Program Support	Management Analyst	C41	Exempt	Records Manager	$ 50,196	$ 62,745	$ 75,294	50%
Management & Program Support	Management Analyst	C41	Exempt	Municipal Court Administrator	$ 50,196	$ 62,745	$ 75,294	50%
Management & Program Support	Management Analyst	C41	Exempt	Urban Forester	$ 50,196	$ 62,745	$ 75,294	50%
Maintenance & Operations	M&O Supervisor	C41	Exempt	Parks Maintenance Supervisor	$ 50,196	$ 62,745	$ 75,294	50%

Colleyville Pay Plan with Functional Titles

Occupational Group	Job Classification	Grade	FLSA	Functional Title	FY17 Pay Ranges			Spread
Library Services	Librarian	C42	Exempt	Adult Services Librarian	$ 53,678	$ 67,097	$ 80,515	50%
Library Services	Librarian	C42	Exempt	Circulation/Information Services Librarian	$ 53,678	$ 67,097	$ 80,515	50%
Library Services	Librarian	C42	Exempt	Youth Services Librarian	$ 53,678	$ 67,097	$ 80,515	50%
Maintenance & Operations	M&O Supervisor	C42	Exempt	Field Operations Supervisor	$ 53,678	$ 67,097	$ 80,515	50%
Management & Program Support	Management Analyst, Senior	C42	Exempt	Communications & Marketing Coordinator	$ 53,678	$ 67,097	$ 80,515	50%
Management & Program Support	Management Analyst, Senior	C42	Exempt	Human Resources Manager	$ 53,678	$ 67,097	$ 80,515	50%
Management & Program Support	Management Analyst, Senior	C42	Exempt	GIS Program Administrator	$ 53,678	$ 67,097	$ 80,515	50%
Management & Program Support	Management Analyst, Senior	C42	Exempt	Systems Administrator	$ 53,678	$ 67,097	$ 80,515	50%
Management & Program Support	Management Analyst, Senior	C42	Exempt	PT Assistant to PW Director	$ 33,548	$ 41,935	$ 50,322	50%
Maintenance & Operations	M&O Project Manager	C45	Exempt	Principal Planner	$ 64,129	$ 80,163	$ 96,194	50%
Maintenance & Operations	M&O Project Manager	C45	Exempt	Streets/Drainage Operations Manager	$ 64,129	$ 80,163	$ 96,194	50%
Management	Manager	D61	Exempt	Accounting Manager	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D61	Exempt	Building Official	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D61	Exempt	Colleyville Center Manager	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D61	Exempt	Recreation/City Events Manager	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D61	Exempt	Parks Manager	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D61	Exempt	Construction Manager	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D61	Exempt	Fleet Manager	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D61	Exempt	Facilities Manager	$ 68,368	$ 88,877	$ 109,387	60%
Management	Manager	D62	Exempt	City Secretary	$ 71,714	$ 93,228	$ 114,742	60%
Management	Manager	D62	Exempt	Strategic Services Manager	$ 71,714	$ 93,228	$ 114,742	60%
Management	Manager	D62	Exempt	Asst to the City Manager/SH Coord	$ 71,714	$ 93,228	$ 114,742	60%
Management	Manager	D62	Exempt	ISM Manager	$ 71,714	$ 93,228	$ 114,742	60%
Management	Manager	D62	Exempt	Water/WWT Op Manager	$ 71,714	$ 93,228	$ 114,742	60%
Management	Manager	D62	Exempt	Development Engineer	$ 71,714	$ 93,228	$ 114,742	60%

Colleyville Pay Plan with Functional Titles

Occupational Group	Job Classification	Grade	FLSA	Functional Title	FY17 Pay Ranges			Spread
Management	Manager	D62	Exempt	Project Engineer	$ 71,714	$ 93,228	$ 114,742	60%
Management	Manager	D63	Exempt	City Engineer	$ 75,061	$ 97,578	$ 120,097	60%
Management	Director	E82	Exempt	Community Development Director	$ 92,891	$ 120,759	$ 148,625	60%
Management	Director	E82	Exempt	Human Resources Director	$ 92,891	$ 120,759	$ 148,625	60%
Management	Director	E82	Exempt	Library & Recreation Director	$ 92,891	$ 120,759	$ 148,625	60%
Management	Director	E83	Exempt	Chief Financial Officer	$ 97,535	$ 126,796	$ 156,057	60%
Management	Director	E83	Exempt	Public Works Director	$ 97,535	$ 126,796	$ 156,057	60%
Management	Director	E83	Exempt	Executive Dir. Econ. Devt & Communications	$ 97,535	$ 126,796	$ 156,057	60%
Management	Director	E83	Exempt	Fire Chief	$ 97,535	$ 126,796	$ 156,057	60%
Management	ACM	E91	Exempt	Assistant City Manager	$ 102,412	$ 133,137	$ 163,860	60%
Management	DCM	E92	Exempt	Deputy City Manager	$ 119,644	$ 148,058	$ 191,471	60%
Management	CM	F101	Exempt	City Manager	$ 129,594	$ 156,735	$ 206,875	60%
Sworn Fire	Firefighter	B21S	Non-Exempt	Firefighter/EMT	$ 49,348	$ 55,762	$ 62,178	26%
Sworn Fire	Firefighter	B22S	Non-Exempt	Firefighter/Paramedic	$ 52,272	$ 59,066	$ 65,861	26%
Sworn Fire	Fire Engineer	B24S	Non-Exempt	Fire Driver/Engineer	$ 61,547	$ 67,393	$ 73,241	19%
Sworn Fire	Fire Captain	C41S	Non-Exempt	Fire Captain	$ 73,307	$ 78,805	$ 84,303	15%
Sworn Fire	Fire Battalion Chief	C45S	Non-Exempt	Fire Marshal	$ 79,241	$ 89,145	$ 99,050	25%
Sworn Fire	Fire Battalion Chief	C52S	Non-Exempt	Fire Battalion Chief	$ 79,241	$ 89,145	$ 99,050	25%

Colleyville Pay Plan with Functional Titles

Occupational Group	Job Classification	Grade	FLSA	Functional Title	FY17 Pay Ranges			Spread
Police	Police Recruit	B22S	Non-Exempt	Police Recruit	$ 49,048	$ -	$ -	N/A
Police	Police Officer	B23S	Non-Exempt	Police Officer	$ 52,931	$ 61,399	$ 69,868	32%
Police	Police Sergeant	B32S	Non-Exempt	Police Sergeant	$ 69,082	$ 74,609	$ 80,135	16%
Police	Police Lieutenant	C42S	Non-Exempt	Police Lieutenant	$ 84,537	$ 90,032	$ 95,527	13%
Police	Police Captain	D62S	Exempt	Assistant Police Chief	$ 92,094	$ 103,605	$ 115,117	25%

HUMAN RESOURCES DEPARTMENT

EMPLOYMENT REPORT

FOR FIRST QUARTER FISCAL YEAR 2016

NEW HIRES

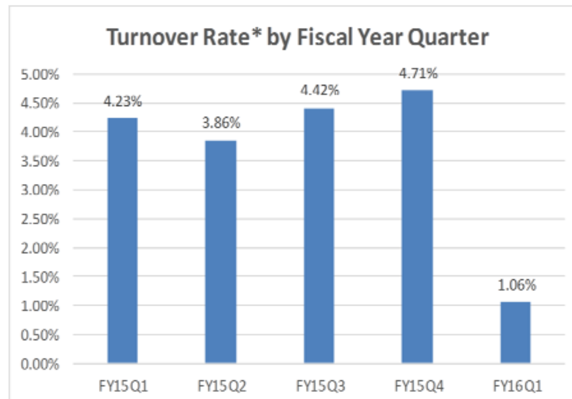
FOUR (4) NEW EMPLOYEES WERE HIRED DURING THE FIRST QUARTER:

Communications & Marketing
Dustin Dangli, Marketing Coordinator

Community Development
Caleb Tandy, Urban Forester

Library
Katy Okelberry, Library Assistant

Police
Bobby Cure, Police Officer



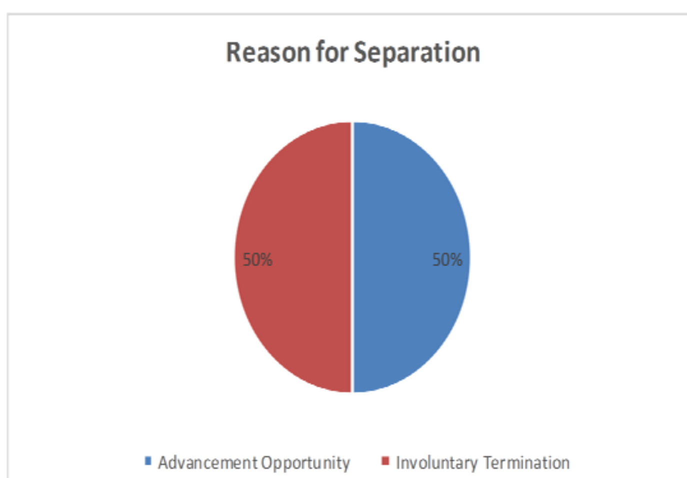
**The turnover rate is figured by taking the number of regular part-time and full-time separations during the specified period divided by the average number of employees on the payroll, and multiplying the result by 100.*

SEPARATIONS

TWO (2) POSITIONS WERE VACATED DURING THE FIRST QUARTER WITH AN AVERAGE EMPLOYEE TENURE OF 2.47 YEARS:

Fire
Firefighter—1.91 years

Municipal Court
Senior Count Clerk/Juvenile Case Manager — 3.03 years



HUMAN RESOURCES DEPARTMENT

EMPLOYMENT REPORT

FOR SECOND QUARTER FISCAL YEAR 2016

NEW HIRES

THIRTEEN (13) NEW EMPLOYEES WERE HIRED DURING THE SECOND QUARTER:

Finance
Brian Hogan, Chief Financial Officer

Fire
Javier Gil, Firefighter/EMT

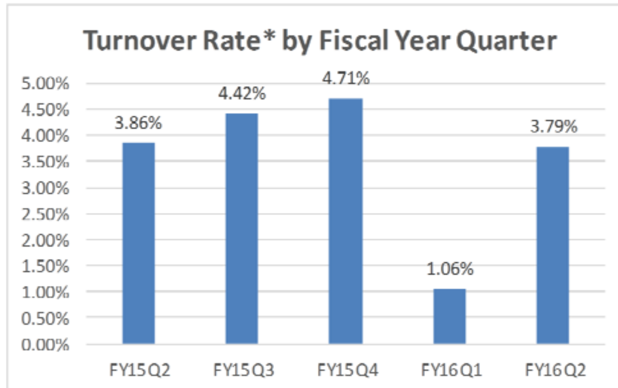
Library
Kayla Sorenson, Library Assistant

Municipal Court
Regina Warner, Administrative Court Clerk

Parks
Heather Dowell, Parks Manager

Police
Jack Eustace, Police Officer
Tracy Gordon, Records Manager
Jeffrey Prater, Police Officer

Public Works
Oscar Chavez, Project Engineer
Marcello Garcia, Field Technician
Alejandro Nuncio, Field Technician
Mike Norton, Streets/Drainage Operations and Maintenance Mgr
Gilberto Rolon, Field Technician



**The turnover rate is figured by taking the number of regular part-time and full-time separations during the specified period divided by the average number of employees on the payroll, and multiplying the result by 100.*

POSITIONS DIFFICULT TO FILL

Police Officer — unable to attract applicants who meet minimum qualifications

M & O Technician — unable to attract applicants with related experience

Librarian Part-time — unable to attract applicants who meet minimum qualifications

SEPARATIONS

EIGHT (8) POSITIONS WERE VACATED DURING THE FIRST QUARTER WITH AN AVERAGE EMPLOYEE TENURE OF 4.97 YEARS:

Community Development
Building Inspector — 2.38 years

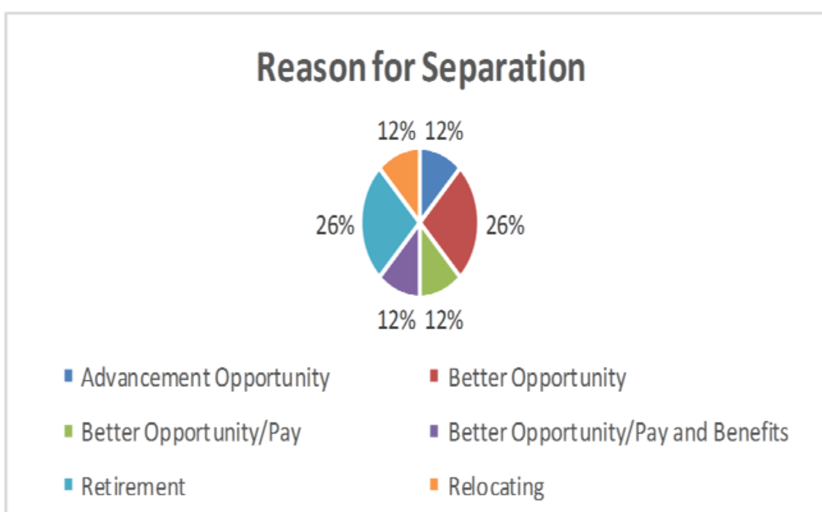
Library
Librarian PT — 1.08 years

Municipal Court
Administrative Court Clerk — .59 years

Police
Lead Records Coordinator — 1.87 years
Police/Warrant Officer — 30.48 years

Public Works
Field Technician — 1.35 years
Environmental Compliance Specialist — .95 years

Recreation
Administrative Support Technician — 1.05 years



HUMAN RESOURCES DEPARTMENT

EMPLOYMENT REPORT

FOR THIRD QUARTER FISCAL YEAR 2016

NEW HIRES

TEN (10) NEW EMPLOYEES WERE HIRED DURING THE THIRD QUARTER:

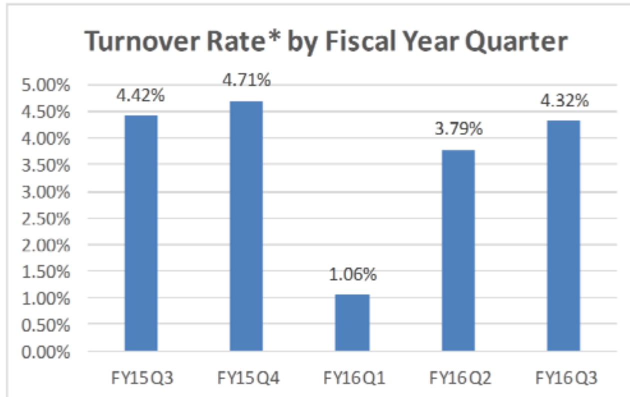
Community Development
David Alexander, Building Inspector
Araceli Botello, Planning Technician
Tanya Wilson, Plans Examiner

Fire
Brent Wilson, Firefighter/EMT

Library & Recreation
Grant Hodges, Part-time Recreation Specialist
Julie Kyer Prewitt, Part-time Administrative Support Specialist
Lourdes McWithey, Part-time Librarian

Municipal Court
Lorena Manriquez, Administrative Court Clerk

Public Works
Mark Martinez, Field Technician
Douglas Price, Meter Reader



**The turnover rate is figured by taking the number of regular part-time and full-time separations during the specified period divided by the average number of employees on the payroll, and multiplying the result by 100.*

POSITIONS DIFFICULT TO FILL

Economic Development Director — unable to attract applicants who meet desired qualifications

Police Officer — unable to attract applicants who meet minimum qualifications

Engineer — unable to attract applicants with related experience

SEPARATIONS

NINE (9) POSITIONS WERE VACATED DURING THE THIRD QUARTER WITH AN AVERAGE EMPLOYEE TENURE OF 3.09 YEARS:

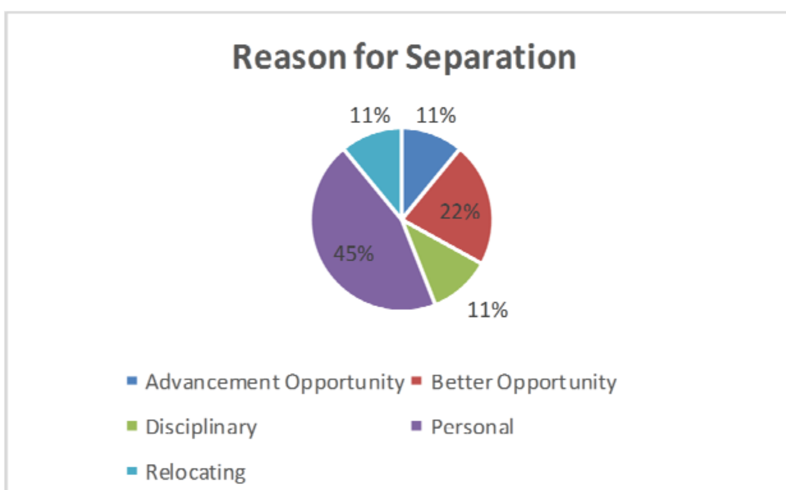
Community Development
Planning and Zoning Assistant—5.47 years
Plans Examiner — 1.23 years
Community Development Director—1.07 years

Economic Development
Economic Development Director— 6.82 years

Fire
Firefighter/Paramedic— 2.33 years
Firefighter/Paramedic— 5.01 years

Library
Youth Services Librarian— 2.18 years
Part-time Library Assistant — .68 years

Public Works
Meter Reader— 2.99 years



HUMAN RESOURCES DEPARTMENT

EMPLOYMENT REPORT

FOR FOURTH QUARTER FISCAL YEAR 2016

NEW HIRES

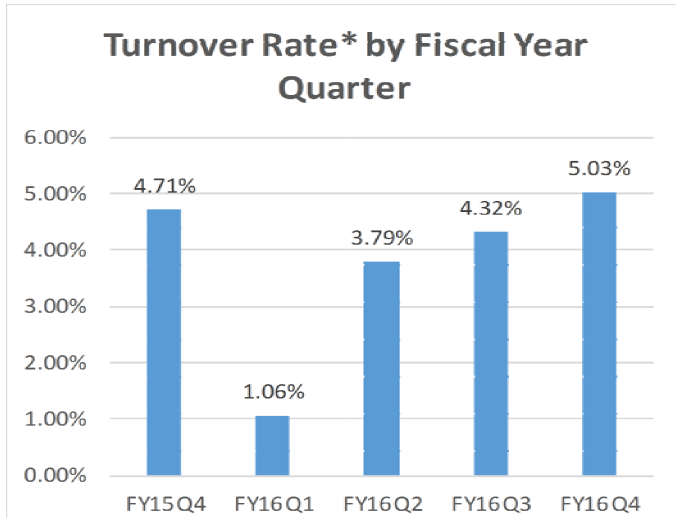
EIGHT (8) NEW EMPLOYEES WERE HIRED THIS QUARTER:

Community Development
Benjamin Bryner, Community Development Director

Fire
Jason Fisch, Firefighter/EMT

Police
Tiffany Camelin, Police Records Clerk
Joshua Newman, Police Recruit
Chase Owens, Police Officer
Zachary Watson, Police Recruit
April Zablosky, Police Officer

Public Works
Brian Arteaga, Meter Reader



**The turnover rate is figured by taking the number of regular part-time and full-time separations during the specified period divided by the average number of employees on the payroll, and multiplying the result by 100.*

POSITIONS DIFFICULT TO FILL

Engineer — unable to attract applicants with related experience

SEPARATIONS

ELEVEN (11) POSITIONS WERE VACATED DURING THE THIS QUARTER WITH AN AVERAGE EMPLOYEE TENURE OF 3.18 YEARS:

Communications & Marketing
Communications & Marketing Director—10.98 years

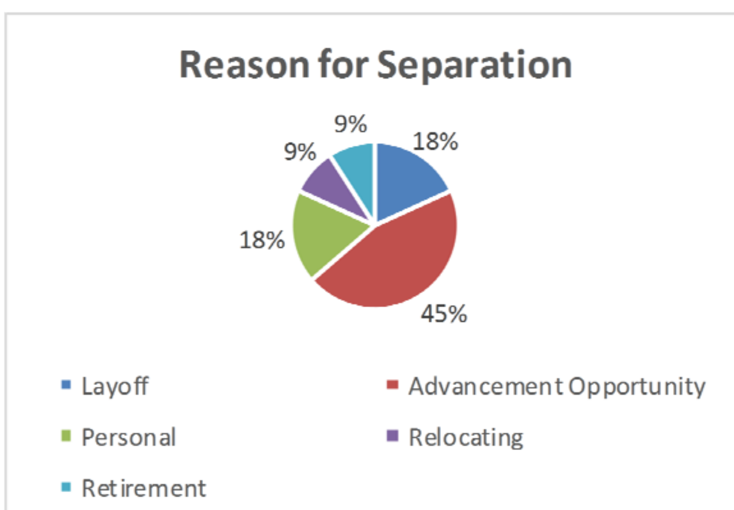
Economic Development
Economic Development Coordinator — 1.54 years

Parks
Parks Maintenance Worker — 1.60 years

Police
Police Officer — 3.96 years
Part-time Records Clerk — 9.90 years

Public Works
Temporary Construction Manager — 1.92 years
Meter Reader — 0.20 years
M&O Technician — 0.56 years
M&O Technician — 1.93 years
GIS Technician — 2.04 years

Police
Part-time Recreation Specialist — 0.30 years



Employee Leave Policies Summary

Vacation - All regular full-time and part-time employees shall be entitled to accrue vacation leave for each complete month of active service with the city. The accrual rate will be based on length of service with the city and number of hours worked per regular workweek. Employees are eligible to use vacation leave after successful completion of their first six months of employment. The following represents the accrual rates:

First 60 Months of Service	Days Per Year	Hours Per Month	Maximum Vacation Accrual Hours/Days
40-hour employees	10	6.67	200/25
40-hour sworn police	10	6.67	200/25
24-hour certified fire	5.0 shifts	10.00	300/12.5 shifts
61 through 180 Months			
40-hour employees	15	10.00	300/37.5
40-hour sworn police	15	10.00	300/37.5
24-hour certified fire	7.0 shifts	14.00	420/17.5 shifts
Over 181 Months			
40-hour employees	20	13.33	400/50
40-hour sworn police	20	13.33	400/50
24-hour certified fire	10.0 shifts	20.00	600/25 shifts

Sick Leave – All regular full-time and part-time employees are eligible to accrue sick leave. Full-time employees accrue sick leave at the rates below. Regular part-time employees accrue sick leave at a rate proportional to the number of hours worked. Regular full-time and part-time employees accrue sick leave during their probationary period and are eligible to use the leave upon accrual. Employees are not allowed to use sick leave until it is accrued. The following chart represents the accrual rates:

	Days Per Year	Hours Per Month	Maximum Sick Accrual Hours/Days
40-hour employees	12	8	720/90
40-hour sworn police	12	8	720/90
24-hour certified fire	6.0 shifts	12.00	1080/45 shifts

Compensatory Time for Non-Exempt Employees

- Compensatory time for non-exempt employees will be accrued at one and one-half hours for each overtime hour worked.
- The maximum accrual is 40 hours for non-exempt employees and sworn police employees. Certified fire employees may accumulate up to 56 hours of comp time.
- When employees wish to take comp time off, they will request the time from their

immediate supervisor in writing. The Department Director may elect to pay the employee on the next payroll cycle, in lieu of approving the requested time off.

- The city may, at any time, elect to pay an employee for any or all of an employee's accrued compensatory time.

- Upon separation from employment, non-exempt employees will be paid the balance of their accrued compensatory time.

Compensatory Time for Exempt Employees

- Compensatory time for exempt employees is calculated on a straight time basis; accruing at the rate of one hour for each hour of overtime worked. All compensatory time must be associated with a project or assignment, which requires overtime of one hour or more during the scheduled workday or on a day not regularly scheduled to work. Compensatory time must be documented on departmental time sheets.

- A maximum balance of 240 hours of compensatory leave may be accrued by exempt employees.

- Exempt employees wishing to use compensatory time leave, will make a request for the time off from their Department Director.

- The city has no legal obligation to pay its exempt employees overtime or to provide them with compensatory time.

- Upon separation from employment, no payment will be received for accrued compensatory leave.

CITY OF COLLEYVILLE TEXAS

Integrity – Service – Innovation

2017 Benefits Enrollment Guide

This guide highlights the main features of many of the benefit plans sponsored by the City of Colleyville. Full details of these plans are contained in the legal documents governing the plans. If there is any discrepancy between the plan documents and the information described here, the plan documents will govern. In all cases, the plan documents are the exclusive source for determining rights and benefits under the plans. Participation in the plans does not constitute an employment contract. The City of Colleyville reserves the right to modify, amend or terminate any benefit plan or practice described in this guide. Nothing in this guide guarantees that any new plan provisions will continue in effect for any period of time.

TABLE OF CONTENTS

BENEFITS OVERVIEW

Our Benefits Program Has You Covered

Most days, we all count on our simple routines to get us through. Getting the kids to school, beating the traffic to work, and finishing dinner in time to enjoy a favorite hobby. But sometimes things don't always go as planned. Like when your head cold turns into the flu and you have to be out of work. Or your son's football game ends with a broken leg. Or even when your spouse learns he or she needs an extensive root canal. That's when the City of Colleyville's benefits are there to help you.

Below is an overview of our benefits program, which gives you the coverage you need for all types of things life brings your way. The City of Colleyville's benefits plans allow you to choose the options that work best for your own needs — and your pocketbook. The key to getting the most from our benefits program is to take an active role in understanding and using the plans so that you are getting the best value for the money you spend.

Benefits Provided at No Cost to You	Benefits You Pay For
Basic life Insurance	Medical and Prescription Drug
Basic AD&D Insurance	Dental Plan
Long-Term Disability	Vision Plan
Employee Assistance Program	Optional Life/AD&D Insurance
Wellness Program	Flexible Spending Accounts
Pricing Transparency Service	

WHO IS ELIGIBLE

You are eligible to enroll in the City of Colleyville's benefit plans if you are a regular, full-time employee scheduled to work at least 30 hours per week. As a regular, full-time employee, you are eligible for benefits on the first day of the month following 30 days of continuous service.

DEPENDENT ELIGIBILITY

You may also cover your eligible dependents, including:

- Your legal spouse.
- Your eligible children up to age 26 for medical, dental and vision coverage
- "Children" are defined as your natural children, stepchildren, legally-adopted children, and children for whom you are the court-appointed legal guardian.
- Physically or mentally disabled children of any age who are incapable of self-support. Proof of disability may be requested.

If your child becomes ineligible for coverage (i.e., turning age 26 under the medical plan), you must notify the Human Resources Department.

WHEN COVERAGE BEGINS

INITIAL ENROLLMENT

When you first join the City of Colleyville, you have 30 days to enroll yourself and your dependents for benefits. If you enroll on time, coverage begins the first of the month following 30 days of employment. If you do not enroll within 30 days of becoming eligible, you will automatically be enrolled in company-sponsored benefits, such as Basic Life and Accidental Death & Dismemberment (AD&D) Insurance and the Employee Assistance Program (EAP), but you will have to wait until the next annual Open Enrollment to enroll for other benefits and make changes to coverage.

ANNUAL OPEN ENROLLMENT

Annual Open Enrollment, takes place in August. Coverage takes effect on October 1.

MAKING CHANGES TO COVERAGE

Once you make your benefit elections, these choices remain in effect until the next annual Open Enrollment unless you have a qualified status change or you or your eligible dependents become eligible for coverage through special enrollment rules.

If you have a qualified status change or you have another allowable event, you can make certain changes during the plan year. However, you must make your enrollment change within 30 days of the event by completing a Benefit Changes/Enrollment form and returning it to Human Resources. If you do not return your form within 30 days, you will have to wait until the next Open Enrollment to make new elections.

Qualified status changes include, but are not limited to:

- Change in number of eligible dependents due to birth, adoption, placement for adoption, or death
- Gain or loss of dependent status (i.e., your child reaches the age limit for eligibility)
- Change in legal marital status, including marriage, divorce, or death of a spouse
- Change in residence or workplace that changes your or your dependent's eligibility for coverage
- Change in employment status, such as starting or ending employment, for you, your spouse, or your children
- End of the maximum period for COBRA coverage

For a more complete list of qualified status changes, refer to the Summary Plan Description.

Special Enrollment Rules

If you choose not to enroll yourself or your dependents (including your spouse) because you have other coverage, you may be able to enroll yourself and your dependents at a later date if:

- You or your dependents lose Medicaid or Children's Health Insurance Program ("CHIP") coverage as a result of a loss of eligibility for such coverage, or
- If you or your dependents become eligible for a premium assistance subsidy under Medicaid or CHIP.

You must enroll within 60 days of the qualified events shown in the "Special Enrollment Rules" above.

If your dependent also had other health coverage and lost that coverage in the above situations, they may be added to your coverage. However, you will not be able to add yourself or your dependents to this coverage if the other coverage was terminated "for cause" (including failure to pay the required premiums on time).

In addition to the changes described above, you may enroll yourself and your spouse (with or without the new dependent) in the City of Colleyville health plan following marriage or adoption, placement for adoption, or birth of a child, as long as you request enrollment within 30 days of the event. You must be enrolled to cover your dependents. If you have a special enrollment event and want to enroll for health coverage, call Human Resources.

Human resources will require proof of special enrollment event, such as copy of marriage license, divorce decree, birth certificate, etc.

MEDICAL PLAN

The City of Colleyville's medical options both provide coverage for the same types of expenses, such as doctor's office visits, preventive care, prescription drugs, and hospitalization. You choose the option that makes the most sense for you and your family based on your needs and what you want to pay for coverage.

Your new Compass benefit can help you find the lowest cost, highest quality providers in the network. Please see page 10 for additional details.

CHOOSING A MEDICAL OPTION

When it comes to medical coverage, the City of Colleyville offers you these choices:

- PPO Base plan
- PPO Buy-up plan

Is Your Doctor In the BCBS Network? Providers in the BCBS network may change. To find out if your doctor participates in the network, go to www.bcbstx.com and choose the Blue Choice Network.

MEDICAL PLAN COMPARISON

	PPO Base Plan		PPO Buy-Up Plan	
	In-Network	**Out-of-Network**	**In-Network**	**Out-of-Network**
Annual Deductible				
Individual	$4,000	$8,000	$2,000	$4,000
Family	$8,000	$16,000	$4,000	$16,000
Annual Out-of-Pocket Maximum				
Individual	$5,000	$10,000	$3,000	$8,000
Family	$10,000	$20,000	$6,000	$16,000
Coinsurance/Copays				
Preventive Care	100%	50% after deductible	100%	70% after deductible
Primary Care Physician	$30 copay	50% after deductible	$25 copay	70% after deductible
Specialist	$50 copay	50% after deductible	$30 copay	70% after deductible
Urgent Care	$75 copay	50% after deductible	$75 copay	70% after deductible
Emergency Room – copay waived if admitted	80% after $250 copay	50% after deductible	90% after $200 copay	70% after deductible
Inpatient Hospital Care	80% after deductible	50% after deductible	90% after deductible	70% after deductible
Outpatient Surgery	80% after the deductible	50% after deductible	90% after the deductible	70% after deductible

PRESCRIPTION DRUG COVERAGE

If you enroll in one of the BCBS medical plans, you will automatically receive prescription drug coverage. When you need prescriptions, you can purchase them through a local retail pharmacy or, for medications you take on an ongoing basis, through the mail order program.

Retail Prescription Program

The retail prescription program uses a network of participating pharmacies. To receive the highest level of benefits, you must use a participating pharmacy. Prescriptions you fill at non-participating pharmacies are generally not covered. Don't forget; use your Compass benefit to help with finding the lowest cost pharmacies to get your prescriptions!

Mail Order Program

The mail order program offers a convenient way to fill prescriptions for medications that you take on a regular basis (maintenance medications). Your medications are mailed directly to your home. To order prescriptions through the mail order program, you must fill out and return a mail order form and return it with a 90-day prescription from your doctor and your payment. Mail order forms are available on the Blue Cross Blue Shield website at www.bcbstx.com.

Prescription Drug Plan Highlights

	Amount You Pay at a Participating Pharmacy for PPO Base or Buy-Up Plan	
Calendar Year Pharmacy Deductible	**$100 per Individual**	**$300 Family**
Retail Prescriptions (up to 30-day supply)		
Generic	$20 Copayment Amount after pharmacy deductible	
Preferred Brand	$40 Copayment Amount after pharmacy deductible	
Non-Preferred Brand	$70 Copayment Amount after pharmacy deductible	
Mail Order Prescriptions (up to 90-day supply)		
Generic	$60 Copayment Amount after pharmacy deductible	
Preferred Brand	$120 Copayment Amount after pharmacy deductible	
Non-Preferred Brand	$210 Copayment Amount after pharmacy deductible	

2017 MEDICAL RATES

	Base Plan				Buy-Up Plan			
	Employer Monthly	Total Premium	EE Cost Monthly	EE Cost Biweekly	Employer Monthly	Total Premium	EE Cost Monthly	EE Cost Biweekly
eeonly1	$517.96	$517.96	$0.00	$0.00	$517.96	$569.82	$51.86	$23.94
eeonly2	$468.68	$517.96	$49.28	$22.75	$468.68	$569.82	$101.14	$46.68
eeonly3	$370.11	$517.96	$147.85	$68.24	$370.11	$569.82	$199.71	$92.17
ee1/sp1	$976.24	$1,159.30	$183.06	$84.49	$976.24	$1,275.35	$299.11	$138.05
ee1/sp2	$915.22	$1,159.30	$244.08	$112.65	$915.22	$1,275.35	$360.13	$166.22
ee1/sp3	$793.17	$1,159.30	$366.13	$168.98	$793.17	$1,275.35	$482.18	$222.54
ee2/sp1	$926.95	$1,159.30	$232.35	$107.24	$926.95	$1,275.35	$348.40	$160.80
ee2/sp2	$865.93	$1,159.30	$293.37	$135.40	$865.93	$1,275.35	$409.42	$188.96
ee2/sp3	$743.89	$1,159.30	$415.41	$191.73	$743.89	$1,275.35	$531.46	$245.29
ee3/sp1	$828.39	$1,159.30	$330.91	$152.73	$828.39	$1,275.35	$446.96	$206.29
ee3/sp2	$767.37	$1,159.30	$391.93	$180.89	$767.37	$1,275.35	$507.98	$234.45
ee3/sp3	$645.33	$1,159.30	$513.98	$237.22	$645.33	$1,275.35	$630.03	$290.78
ee1/ch1	$813.73	$931.88	$118.15	$54.53	$813.73	$1,025.17	$211.44	$97.59
ee2/ch2	$725.07	$931.88	$206.82	$95.45	$725.07	$1,025.17	$300.11	$138.51
ee3/ch3	$547.73	$931.88	$384.15	$177.30	$547.73	$1,025.17	$477.44	$220.36
ee1/fam1	$1,268.73	$1,568.64	$299.91	$138.42	$1,268.73	$1,725.68	$456.95	$210.90
ee1/fam2	$1,168.76	$1,568.64	$399.88	$184.56	$1,168.76	$1,725.68	$556.92	$257.04
ee1/fam3	$968.83	$1,568.64	$599.81	$276.84	$968.83	$1,725.68	$756.85	$349.32
ee2/fam1	$1,219.45	$1,568.64	$349.19	$161.16	$1,219.45	$1,725.68	$506.23	$233.64
ee2/fam2	$1,119.48	$1,568.64	$449.16	$207.30	$1,119.48	$1,725.68	$606.20	$279.78
ee2/fam3	$919.54	$1,568.64	$649.10	$299.58	$919.54	$1,725.68	$806.14	$372.06
ee3/fam1	$1,120.88	$1,568.64	$447.76	$206.66	$1,120.88	$1,725.68	$604.80	$279.14
ee3/fam2	$1,020.92	$1,568.64	$547.73	$252.80	$1,020.92	$1,725.68	$704.77	$325.28
ee3/fam3	$820.98	$1,568.64	$747.66	$345.08	$820.98	$1,725.68	$904.70	$417.56

COMPASS

No matter how complex or simple, we all have healthcare needs. From finding a doctor to solving a billing problem, getting straight answers can seem impossible at times. But you're in luck, you have a Compass. The City of Colleyville has implemented Compass, at no cost to you, to serve as your personal healthcare advisor.

CONTACT YOUR COMPASS HEALTH PRO TO HELP POINT YOU IN THE RIGHT DIRECTION*

- Unlimited access to a healthcare expert
- Unbiased doctor recommendations
- Hospital cost and quality information
- Bill reconciliation
- Complete guidance for your healthcare
- Insider information on saving money

Contact a Compass Health Pro
800.513.1667
answers@compassphs.com

*Compass will require members to complete a consent form before they can begin working on your behalf.

DENTAL PLAN

The City of Colleyville's Dental Plan is administered through BCBS and provides you and your family with coverage for typical dental expenses, such as cleanings, X-rays, fillings, and orthodontia for children.

DENTAL PPO PLAN

The Dental PPO allows you the freedom to visit any dentist, without referrals, for all of your dental care. If you receive care from one of BCBSs preferred dentists, you'll pay less for your care. If you choose a non-preferred dentist, your share of costs will generally be higher and you may need to file your own claims.

For a list of Blue Cross Blue Shield's preferred dentists, go to:
http://www.bcbstx.com/onlinedirectory/dental.htm and select BlueCare Dental from the drop down menu

DENTAL PLAN HIGHLIGHTS

Plan Feature	PPO
Annual Deductible • **Individual** • **Family** • **3 month deductible carryover applies**	 $50 $150
Annual Benefit Maximum	$1,500
Preventive Services (Exams, routine cleanings, fluoride treatments, x-rays, space maintainers, sealants	100% (no deductible)
Basic Services (Oral surgery, restorative services, denture repair, endodontic, periodontic)	80% after deductible
Major Services (Crowns, jackets, casts, bridges, dentures, inlays, onlays)	50% after deductible
Orthodontia	50%, up to a lifetime maximum of $1,000 (limited to dependent children under the age of 26)

Coverage Level	Monthly Premium	City Monthly	Employee Monthly	Employee Biweekly
Employee Only	$29.61	$29.61	$0.00	$0.00
Employee + Spouse	$60.65	$29.61	$31.04	$14.33
Employee + Children	$58.56	$29.61	$28.95	$13.36
Employee + Family	$97.46	$29.61	$67.85	$31.32

VISION PLAN

The City of Colleyville's Vision Plan promotes preventive care through regular eye exams and provides coverage for corrective materials, such as glasses and contact lenses. The Vision Plan is administered through Superior Vision.

VISION COVERAGE

If you enroll in vision coverage, you can go to any eye care provider you choose for care. However, if you choose providers who are part of the Superior Vision network, you will receive a discount on services. To find a network provider, go to www.superiorvision.com and choose the Superior Select Southwest network when prompted.

The Vision Plan is designed to cover eye care needs that are visually necessary. You have to pay extra if you choose certain cosmetic or elective eyewear, so be sure to ask your eye doctor what items are covered by the plan before you purchase materials.

VISION PLAN HIGHLIGHTS

	In-Network	Out-of-Network
Plan Feature	**You Pay**	**Reimbursement**
Exam	$10 Copay	Reimbursement up to $35 after copay
Single Vision Lenses	$25 Copay	Reimbursement up to $25 after copay
Bifocal Lenses	$25 Copay	Reimbursement up to $40 after copay
Trifocal Lenses	$25 Copay	Reimbursement up to $45 after copay
Lenticular Lenses	$25 Copay	Reimbursement up to $80 after copay
Frames	Up to $130 of retail value	Reimbursement up to $70 after copay
Elective Contacts	$160 max after copay	Reimbursement up to $80 after copay
Benefit Frequency		
Exam	Once every 12 months	
Frames	Once every 24 months	
Lenses	Once every 12 months	
Contacts	Once every 12 months	

Coverage	Monthly	City	Employee	Employee
Level	Premium	Monthly	Monthly	Biweekly
Employee Only	$4.93	$0.00	$4.93	$2.28
Employee + Spouse	$8.94	$0.00	$8.94	$4.13
Employee + Children	$9.42	$0.00	$9.42	$4.35
Employee + Family	$14.35	$0.00	$14.35	$6.62

LIFE INSURANCE

The City of Colleyville offers life insurance coverage to provide financial protection in the event you or your dependents die while you are still working. This coverage is administered through Dearborn National.

Basic Life Insurance

The City of Colleyville automatically provides $15,000 of Basic Life Insurance for all eligible employees at no cost. The benefit is paid to your beneficiaries in the event of your death.

Basic AD&D Insurance

City of Colleyville also provides $15,000 of accidental death and dismemberment (AD&D) insurance for you to help with expenses in the event you die or become injured as a result of an accident. The AD&D coverage is automatically included with the basic life insurance.

Optional Life/AD&D Insurance

In addition to Basic Life and AD&D Insurance, you may also purchase Optional Life and AD&D Insurance for yourself, your spouse and your dependent children. However, you may only elect coverage for your dependents if you enroll for Optional Life coverage for yourself. You pay for the cost of Optional Life Insurance on an after-tax basis through payroll deductions.

Optional Life/AD&D Insurance Coverage

Coverage For	Coverage Available
Employee	$10,000 increments, up to a maximum of $500,000 Any amount you elect over $200,000 is subject to Evidence of Insurability. If you wish to enroll or increase your coverage after your initial eligibility, any new amount you elect will be subject to Evidence of Insurability. You can increase your coverage by $10,000/year without being subject to Evidence of Insurability as long as the total amount of coverage doesn't exceed the guaranteed issue amount.
Spouse	$5,000 increments up to 50% of employee benefit amount. Any amount elected over $50,000 is subject to Evidence of Insurability. Evidence of insurability is required for any coverage you elect for your spouse if you enroll him/her after the initial eligibility period as a new hire.
Child(ren)	Age 15 days to 6 months: $100 Age 6 months to 25 years: Up to $10,000 in $2000 increments

Beneficiary Designation

You must designate a beneficiary for Basic and Optional Life Insurance benefits when you enroll. Your "beneficiary" is the person(s) who will receive the benefits from your Life and AD&D coverage in the event of your death. You are always the beneficiary of any Dependent Life and AD&D Insurance you elect. You can change your beneficiaries at any time during the year.

If you do not name a beneficiary, or if your beneficiary dies before you, your Life and AD&D benefits will be paid to your estate.

Benefits Reduce at Age 65

When you or a covered dependent reaches age 65, Basic and Optional Life Insurance benefits are reduced. For more information, refer to your Group Life Insurance booklet.

LONG TERM DISABILITY

The City of Colleyville offers Long-Term Disability (LTD) Benefits at no cost to you. If you remain totally disabled and unable to work for more than 90 days, you may be eligible for LTD benefits. Your LTD benefits replace up to 60% of your base pay, up to a maximum of $5,000 per month. Your monthly LTD benefit will be reduced by Social Security and any other disability income you are eligible to receive (such as Workers' Compensation).

FLEXIBLE SPENDING ACCOUNTS

The City of Colleyville allows you to contribute to one or both Flexible Spending Accounts (FSAs), which allow you to save taxes on certain out-of-pocket health care and dependent care expenses. The FSAs are administered by Discovery Benefits

Benefits Participant Services
6:00 a.m. to 9:00 p.m. CST M-F
Toll-Free: 866-451-3399
Toll-Free Fax: 866-451-3245
customerservice@discoverybenefits.com

How the FSAs Work

The City offers two types of FSAs:

- Health Care FSA
- Dependent Care FSA

If you elect to contribute to one or both of the FSAs, you choose an annual amount to be taken from each of your paychecks and deposited into your account throughout the year. Your contributions are taken out of your paycheck before you pay taxes, so you save money. Then, when you have eligible health care or dependent care expenses, you can use the account to reimburse yourself, up to the amount you have elected to contribute to your account for the year.

With both accounts, the IRS requires you to use all of the money in your account by the end of the year or you lose it. This is called the "use it or lose it" rule.

FSA Grace Period

You have an additional 2 ½ months after the end of the plan year in September to use your FSA dollars. Discovery will use Grace period dollars before using your new election dollars. You must elect an FSA account for the new plan year in order to have access to grace period dollars. Use your FSA dollars to pay for expenses incurred through December 15, 2016 as long as you submit claims to TASC by February 15, 2017

Health Care FSA

You can use the Health Care FSA to pay for eligible out-of-pocket expenses that are not covered by another health plan. Examples include, but are not limited to:

- Medical or dental deductibles
- Office visit copays
- Coinsurance amounts
- Amounts you pay for prescription drugs
- Amounts you pay for certain over-the-counter items
- Eyeglasses, contacts, and other vision-related expenses not covered by the vision plan
- Orthodontia expenses not covered by the dental plan

For a complete list of eligible expenses, visit **www.discoverybenefits.com**

Annual Contribution Amount

You can contribute up to $2,550 per year to the Health Care FSA.

Over-the-Counter Medications

You must have a doctor's prescription to use the Health Care FSA to reimburse yourself for certain over-the-counter medications. Examples of medications that require you to submit a doctor's prescription include:

- Acid controllers, digestive aids, and stomach remedies
- Allergy and sinus medicines
- Anti-itch and insect bite remedies
- Cold sore remedies
- Cold, cough, and flu drugs
- Pain relief medications
- Respiratory treatments
- Sleep aids and sedatives

It's important to keep copies of all your receipts—even if you are not required to submit them as proof of your expense. That way, if the IRS asks for substantiation of your expenses, you will have the receipts.

How the Debit Card Works

If you enroll in the Health Care FSA, you will receive one debit card in the mail. To request additional debit cards for your family members, please contact Discovery Benefits.

You can use your debit card at certain places to pay for eligible expenses up-front, such as prescription drugs and office visit copays, without having to pay with cash and wait for a reimbursement. If you use your debit card at a health care provider's office or at a vendor that has the software in place to track eligible FSA expenses, you will not be required to submit a receipt. For a list of vendors that have this software, go to **www.discoverybenefits.com**. **However, for most debit card transactions, you will need to submit your receipts as substantiation of your expense, so it's important to keep them.**

If you choose not to use your debit card, you can always pay for your eligible expense and file a claim for reimbursement.

Dependent Care FSA

The Dependent Care FSA helps you afford day care for your children under age 13 or for a disabled dependent. There are some special rules for participating in this account:

- The day care expenses must be necessary so you can work.
- You can only be reimbursed for expenses incurred during the plan year.
- If you are married, your spouse must be employed, a full-time student at least five months during the plan year, or mentally or physically disabled and unable to provide care for himself or herself.

Eligible Dependent Care Expenses

Generally, you may use the money in your Dependent Care FSA for care for:

- Your children under age 13 whom you claim as a dependent for tax purposes.
- Other dependents of any age who are mentally or physically disabled and whom you claim as a dependent for tax purposes (spouses and dependents age 13 and older must spend at least eight hours a day in your home if you are reimbursing yourself for services provided outside the home).

Some typical expenses that are eligible for reimbursement under the plan are:

- Licensed nursery school and day care centers for children
- Licensed day care centers for disabled dependents
- Services from a care provider over the age of 19 (inside or outside the home)
- Day camps
- After-school care

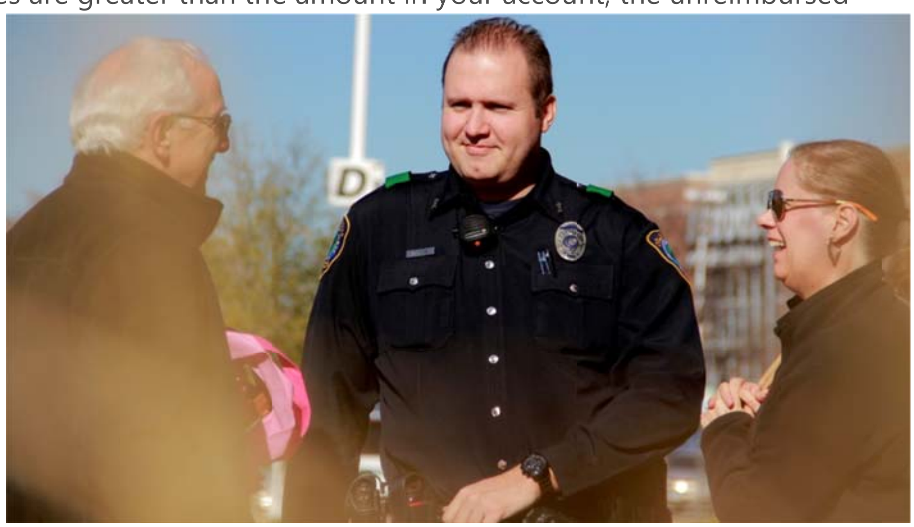
For a complete list of eligible expenses, visit www.discoverybenefits.com

Annual Contribution Amount

You can contribute up to $5,000 per year to the Dependent Care FSA. If you are married and you and your spouse file separate tax returns, the maximum you can contribute is $2,500 each.

IMPORTANT FSA CONSIDERATIONS

- Any money left in your FSAs at the end of the plan year may not be rolled over to pay for future expenses in another plan year. Any unused funds will be forfeited, per IRS rules.
- For the Dependent Care FSA, you may only be reimbursed up to the amount in your account at the time you file a claim. If your eligible expenses are greater than the amount in your account, the unreimbursed amount will carry over and be reimbursed after your next deposit. (For the Health Care FSA, you can be reimbursed up to the full amount you have elected to contribute for the year — even if you have not yet contributed that much to your account.)
- The Health Care FSA and the Dependent Care FSA are separate accounts. You cannot use funds from one account to pay for expenses of the other. You also cannot transfer funds between the two accounts.



- If you use the Dependent Care FSA, you must provide your caregiver's Social Security number or tax ID when you file a claim for reimbursement.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

City of Colleyville provides an Employee Assistance Program offering you and your family valuable, confidential, services at no cost to you. Designed to help you manage daily responsibilities, life events, work stresses, or issues affecting your quality of life, the program is administered by Alliance Work Partners and available 24 hours a day, 7 days a week.

Your EAP Benefits Include:

- 1 to 6 Counseling Sessions – Short term counseling sessions, per problem, per year, which includes assessment, referral and crisis services.

- Law Access – Provides legal and financial services with a Lawyer or Financial Professional specializing in your area of concern, at no cost to you. Available on-line or by telephone.

- HelpNet – Your customized AWP EAP website providing skill builders, on-line assessments, information and referrals.

- WorkLife Premium – Concierge service, provides resources and referrals for everyday needs available by telephone, including child care and eldercare.

- SafeRide – Reimbursement for emergency cab fare for eligible employees and dependents that opt to use a cab service instead of driving while impaired.

- Dependents and partners residing in the employee’s household are fully covered. The EAP is available at no cost and to employees or family members and is completely confidential.

To access your benefit 24 hours a day, 7 days a week call 1-800-343-3822. For a complete list of benefits and services visit www.awpnow.com.

To create an online account, click “member” tab and log in using:

1. Go to https://www.awpnow.com
2. Select “Access Your Benefits”
3. Complete the required registration fields
4. Enter the registration code: AWP-CCV-345
5. Make note of the email address and password you created for the next time you log in to your EAP website

WELLNESS PROGRAM

The LiveWell Colleyville wellness program offers City of Colleyville employees and spouses an opportunity each year to improve or maintain their health. The City cares about your health; therefore, the wellness program provides you with fun, robust programming options geared toward the specific areas of your health that need improvement. The LiveWell program is your way to better, healthier living. Together we can live well - together we can be well.

HOW TO PARTICIPATE

Participate in the baseline health screenings and complete the tobacco affidavit, then submit results by the deadline. The Human Resources department will communicate to all employees of important dates and deadlines for these screenings.

EARN THE MAXIMUM PREMIUM INCENTIVE

Each plan year, Medical premiums paid by the City are based on meet and/or improve in 4 out of 5 risk measures. All individuals meeting or improving in four out of the five identified screening measures and meeting the requirements listed below will automatically earn the maximum premium subsidy.

REQUIREMENTS

1. Complete your health screening and tobacco affidavit.*
2. Meet/improve in four of the five identified screening measures (see "The Numbers" chart).

* Tobacco users must complete the online tobacco cessation program to qualify for Tier 1 status.

Screening Measure	Optimal Range	
	Women	Men
Waist Circumference	≤35	≤40
Blood Pressure	<130/85	<130/85
HDL Cholesterol	≥50	≥40
LDL Cholesterol	<130	<130
Glucose	<100	<100

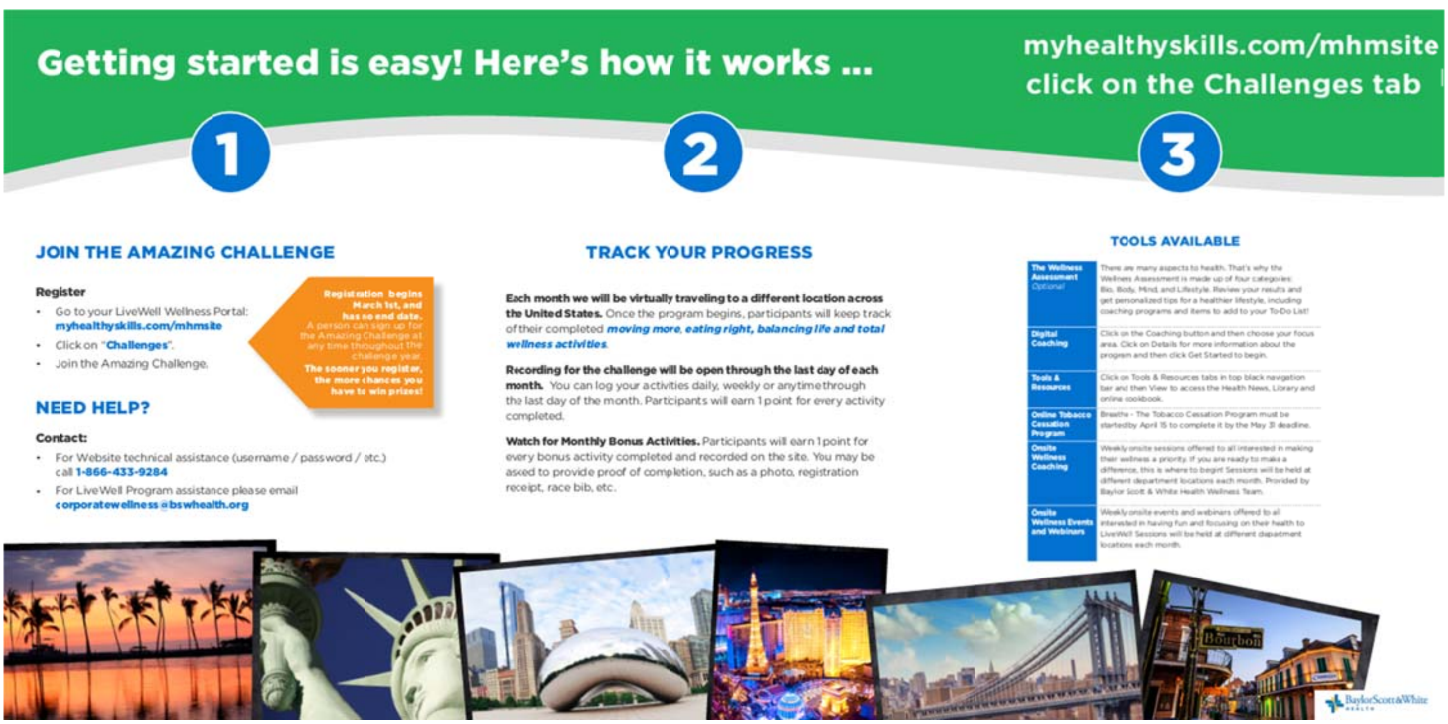
ADA COMPLIANCE

Participants who are unable to achieve the recommended value for certain measures due to a health condition (pregnancy or other disability governed by the ADA) will require a doctor's statement so that appropriate alternatives may be provided.

WELLNESS PROGRAM

Onsite Wellness Coaching, Events, Webinars & Challenges provided by Baylor Scott & White Health Wellness Team

Weekly onsite events & webinars offered to all interested in **having fun** and focusing on their health to ***LiveWell***! Sessions will be held at different department locations each month.



HOLMES MURPHY BENEFIT HELPLINE

WHEN DO I CALL THE BENEFITS HELPLINE?

- When am I eligible to enroll in my benefits?
- I've lost my ID card, how do I get a new one?
- How do I make changes to my benefits and what is a qualifying life event?
- Where can I find a list of in-network providers?
- How can I enroll in the mail order prescription drug program?
- Can someone explain my EOB to me?
- Where do I get assistance with a claim issue?

If you have any benefit related questions, please call:

Toll Free 877-293-2949, Option 6

Email: mybenefits@holmesmurphy.com

You may contact the Benefits Helpline during the following hours of operation:

Monday-Friday Central Time: 8 am to 5 pm

If all representatives are assisting other callers, you may leave a message for a return call within one business day.

IMPORTANT CONTACTS

Resource	Phone Number	Website/E-mail
BCBS Medical	800.521.2227	www.bcbstx.com
Baylor Scott & White Health Wellness Program	214-820-6824	corporatewellness@bswhealth.org
BCBS Dental	800.521.2227	www.bcbstx.com
Compass	800.513.1667	answers@compassphs.com
Discovery Benefits – FSA	Toll-Free: 866-451-3399 Toll-Free Fax: 866-451-3245	www.discoverybenefits.com customerservice@discoverybenefits.com
Superior Vision	800.507.3800, option 3	www.superiorvision.com
Dearborn National – Basic Life/AD&D, Vol. Life/AD&D, LTD	800-348-4512	www.dearbornnational.com
Alliance Work Partners – Employee Assistance (EAP)	800.343.3822	www.awpnow.com
City of Colleyville – Human Resources	Stephanie Jenkins: 817.503.1071 Jesse Perez: 817.503.1077 Rachel Huitt: 817.503.1072	
Holmes Murphy Benefit Helpline	877-293-2949, Option 6	mybenefits@holmesmurphy.com

HEALTH COVERAGE NOTICES

FOR YOUR FILES

This brochure contains legal notices for participants in group health plans sponsored by the City of Colleyville

The notices included in this brochure are:

- Notice of Privacy Practices that explains how the City of Colleyville group health plans protect your personal medical information.
- Medicare Part D Notice that provides information about how your current prescription drug coverage under the City of Colleyville health care plans is affected—and your options for coverage—when you become eligible for Medicare.
- COBRA Rights Notice that explains when you and your family may be able to temporarily continue coverage under the City of Colleyville health plans if coverage would otherwise end for you.
- Newborn & Mothers Health Protection Notice that describes federal laws that govern benefits for hospital stays for mothers following the birth of child.
- Women's Health and Cancer Rights Act that summarizes the benefits available under your medical plan if you have had or are going to have a mastectomy.
- Notice of Reasonable Alternatives to Wellness Program Participation that explains options for those who have a medical condition that makes wellness program participation difficult.
- Expanded Coverage for Women's Preventive Care that explains how City of Colleyville covers women's preventive care, including contraceptives, under the Affordable Care Act.

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a federal law that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your health information only for each of the following purposes: treatment, payment, health care operations and certain special situations.

• Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.

• Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.

• Health care operations include the business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, health plan budgeting, carrier bidding, and customer service. An example would be an internal quality assessment review or to a business associate of the health plan.

• Special Situations include disclosures for your safety or for the safety of the general public; to individuals involved in your care or payment for your care (unless you specifically object to such disclosures); for instances of national security; for worker's compensation; for organ donation programs (if you are an organ donor); to military command (if you are a member of the armed services); to coroners, medical examiners or funeral directors; or as otherwise required by law.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may communicate with you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you; however, if we are receiving compensation for these communications, we must first obtain written authorization from you.
We may not use or disclose your genetic information for underwriting purposes. We may also not sell your health information without your express written authorization, unless the sale is part of a merger, transfer, sale or consolidation of the health plan to another health plan.

We will not use your protected health information for employment purposes or another benefits plan without your written authorization.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.
You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

• The right to inspect and copy your protected health information, either electronically or on paper, and obtain this copy within 30 days or within 60 days if we are unable to provide the information within 30 days and notify you of the delay within the first 30 days.

• The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.

•The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are not, however, required to agree to a requested restriction, unless the request is made to restrict disclosure to an insurer or health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment), and the protected health information pertains solely to a health care item or service for which you have paid out of pocket in full. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.

• The right to request an amendment of your protected health information. We are not required to agree to the requested amendment of your information, but will consider your request.

• The right to receive an accounting of certain non-routine disclosures of protected health information that were not disclosed for treatment, payment or health care operations.

• We have the obligation to provide and you have the right to obtain notice from us in the event that the privacy or security of your protected health information has been breached.
• You have the right to opt out of any communications that may be construed as fundraising or marketing for the health plan.
• We have the obligation to let you know about the availability of this notice every three years. You have the right to receive a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of August 17, 2016 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will provide you with a copy of the revised notice within 60 days of the change.
You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office for Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please contact us for more information:
Privacy Officer
Rachel Huitt, Human Resources Director
100 Main Street
Colleyville, TX 76034
(817) 503 - 1072
For more information about HIPAA or to file a complaint:
The U.S. Department of Health & Human Services Office for Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
(202) 619-0257 or Toll Free: 1-877-696-6775

MEDICARE PRESCRIPTION DRUG NOTICE

IMPORTANT NOTICE FROM THE CITY OF COLLEYVILLE ABOUT YOUR PRESCRIPTION DRUG COVERAGE AND MEDICARE

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with the City of Colleyville and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

**There are two important things you need to know about your current coverage and Medicare's prescription
drug coverage:**

1. **Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.**

2. **City of Colleyville has determined that the prescription drug coverage offered by City of Colleyville plan is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.**

When Can You Join A Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current City of Colleyville coverage may be affected. If you do decide to join a Medicare drug plan and drop your current City of Colleyville coverage, be aware that you and your dependents may not be able to get this coverage back.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with City of Colleyville and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice Or Your Current Prescription Drug Coverage…

Contact the person listed below for further information **NOTE:** You'll get this notice each year and if this coverage through City of Colleyville changes. You also may request a copy of this notice at any time.

For More Information About Your Options Under Medicare Prescription Drug Coverage…

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare Prescription drug coverage:

- Visit www.medicare.gov.
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of "Medicare & You" handbook for their telephone number) for personalized help

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this creditable coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

Date: August, 2016

Name of Entity/Sender: City of Colleyville

Contact/Office: HR Director

Address: 100 Main Street, Colleyville TX 76034

Phone Number: 817.503.1072

COBRA RIGHTS NOTICE

You are receiving this notice because you have recently become eligible for coverage under the City of Colleyville health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the City of Colleyville Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review your **Summary Plan Description** or contact Human Resources.

What Is COBRA Continuation Coverage?

COBRA continuation coverage is a continuation of group health plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event occurs, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of a qualifying event. Qualified beneficiaries who elect COBRA continuation coverage must pay for that coverage.

You will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced; or
- Your employment ends for any reason other than your gross misconduct.

Your spouse will become a qualified beneficiary if he or she loses coverage under the Plan because any of the following qualifying events happens:

- Your hours of employment are reduced;
- Your employment ends for any reason other than your gross misconduct;
- Your death;
- Your entitlement to Medicare benefits (under Part A, Part B or both); or
- You become divorced or legally separated.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- Your hours of employment are reduced;
- Your employment ends for any reason other than your gross misconduct;
- Your death;
- Your entitlement to Medicare benefits (under Part A, Part B or both);
- Your divorce or legal separation; or
- The dependent stops being eligible for coverage under the Plan as a "dependent child."

When Is COBRA Coverage Available?

City of Colleyville will offer COBRA continuation coverage to qualified beneficiaries only after it has been notified that a qualifying event occurred. For the following qualifying events, City of Colleyville will notify the administrator for COBRA continuation coverage, of the qualifying event:

- Your hours of employment are reduced;
- Your employment ends;
- Your death; or
- Your entitlement to Medicare benefits (under Part A, Part B or both).

You Must Give Notice of Some Qualifying Events

For the following qualifying events, you or a family member must notify City of Colleyville Human Resources within 60 days after the qualifying event occurs:

- Your divorce or legal separation; or
- Your dependent's loss of eligibility for coverage as a "dependent child."

You must notify City of Colleyville of the qualifying event by contacting Human Resources

How Is COBRA Coverage Provided?

Once City of Colleyville receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. You may elect continuation coverage on behalf of your spouse and dependent children. Your spouse may also elect continuation coverage on behalf of your dependent children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is one of the following, COBRA continuation coverage lasts for up to a total of 36 months for your spouse/dependent children:

- Your death;
- Your divorce or legal separation; or
- Your dependent stops being eligible for coverage under the plan as a "dependent child."

When the qualifying event is one of the following events, COBRA continuation coverage lasts for up to a total of 18 months for qualified beneficiaries:

- Your hours of employment are reduced; or
- Your employment ends for any reason other than your gross misconduct.

When the qualifying event is your reduction in hours or your termination of employment and you were entitled to Medicare benefits prior to the qualifying event, additional coverage for your spouse and dependents may be available. Your spouse and dependents would be eligible to receive up to 36 months of COBRA continuation coverage from the date of your entitlement to Medicare. For example, if you became entitled to Medicare eight months before the date your employment terminates, COBRA continuation coverage for your spouse and dependent children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months prior to the qualifying event).

There are two ways in which an 18-month period of COBRA continuation coverage can be extended.

Disability Extension of 18-Month Period of Continuation Coverage

COBRA coverage may be available for you and your family up to a total of 29 months at a higher premium if:

- You, your covered spouse or your covered dependents (including newborn and newly adopted children) are determined to be disabled, as defined by the Social Security Act, prior to the qualifying event or during the first 60 days of COBRA coverage;
- The Social Security Administration's disability determination is received within the disabled individual's 18 months of COBRA coverage;
- The disability lasts at least until the end of the 18-month period of continuation coverage; and
- City of Colleyville is notified of the Social Security Administration's disability determination within 60 days of the disabled individual's receipt of a Social Security Disability award. If the disability determination occurred before COBRA coverage started, you're required to notify Human Resources within the first 60 days of COBRA coverage.

You, your covered spouse or your covered dependents must notify City of Colleyville within 60 days of receipt of the disability determination and prior to the end of the initial 18-month continuation period in order to receive the coverage extension. To notify City of Colleyville of the disability determination, contact Human Resources.

You, your covered spouse or your covered dependents must notify City of Colleyville within 30 days of the date the disability ends by contacting Human Resources.

Second Qualifying Event Extension of 18-Month Period of Continuation Coverage

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, your spouse and dependent children can receive up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months. Additional continuation coverage is available only if the event would have caused your spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred. These events include:

- Your death;
- Your entitlement to Medicare (under Part A, Part B or both);
- Your divorce or legal separation; or
- Your dependent stops being eligible for coverage under the plan as a "dependent child."

You, your covered spouse or your covered dependents must notify City of Colleyville within 60 days after the event occurs in order to receive this additional coverage.

Events That May Change Continued Coverage

Once your COBRA coverage begins, you may be able to change your COBRA coverage elections based on plan rules if you experience a qualified change in status. You, your covered spouse or your covered dependents must notify City of Colleyville by contacting Human Resources within 60 days of the qualified change in status to change your COBRA coverage. See your Summary Plan Description for detailed information on allowable changes in status. Adding family members to COBRA coverage may result in a higher premium for this additional coverage.

You may also change COBRA coverage if a child is born to the covered employee or placed for adoption with the covered employee during the 18-, 29- or 36-month continuation period. In such case, you must notify City of

Colleyville Human Resources within 60 days of the birth or placement to cover the new dependent as a qualified beneficiary under COBRA. There may be a higher premium for this additional coverage.

Events That End Continued Coverage

COBRA coverage will end automatically upon the expiration of the 18-, 29- or 36-month continuation periods described on the previous pages. In addition, COBRA coverage will end automatically if any of the following situations occur:

- City of Colleyville stops providing group health benefits;
- Premiums are not paid within 30 days of the due date (with the exception of the initial premium which is due within 45 days of your election date); or
- A person eligible for continued benefits becomes covered under any other group health plan (unless the health plan has an enforceable pre-existing condition clause) or becomes entitled to Medicare.

If your coverage ends because of expiration of the 18-, 29- or 36-month limit, you may be able to convert coverage to an individual policy if this right currently exists in the Plan.

Are There Other Coverage Options Besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at **www.healthcare.gov**.

Address Information

Be sure to keep your current address information up to date with City of Colleyville. Doing so is the only way to ensure that important benefit information will reach you.

Your Rights under the Employee Retirement Income Security Act (ERISA)

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov

For More Information

If you have any questions about COBRA continuation coverage, contact City of Colleyville Human Resources at 817-503-1071.

OTHER NOTICES

Notice of Reasonable Alternatives to Wellness Program Participation

Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all eligible employees. If you think you might be unable to meet a standard for a reward under the City of Colleyville's wellness program, you might qualify for an opportunity to earn the same reward by different means. Please contact Baylor Scott & White to work with you (and if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

Newborn & Mothers Health Protection Notice

For maternity hospital stays, in accordance with federal law, the Plan does not restrict benefits, for any hospital length of stay in connection with childbirth for the mother or newborn child, to less than 48 hours following a vaginal delivery or less than 96 hours following a Cesarean delivery.
However, federal law generally does not prevent the mother's or newborn's attending care provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours, as applicable). The plan cannot require a provider to prescribe a length of stay any shorter than 48 hours (or 96 hours following a Cesarean delivery).

Women's Health and Cancer Rights Act of 1998

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultations with the attending physician and the patient, for:

- All states of reconstruction of the breast on which the mastectomy was performed
- Surgery and reconstruction of the other breast to produce a symmetrical appearance
- Prostheses
- Treatment of physical complications of the mastectomy, including lymphedema

These benefits will be provided subject to the same deductibles, copays and coinsurance applicable to other medical and surgical benefits provided under your medical plan. For more information on WHCRA benefits, contact the Human Resources or your medical plan administrator.

Expanded Coverage for Women's Preventive Care

Under the Affordable Care Act, City of Colleyville provides female plan participants with expanded access to recommended in-network preventive services, including contraceptives, without cost sharing.
Additional women's preventive services that will be covered without cost sharing requirements include:

- Well-woman visits
- Gestational diabetes screening
- HPV DNA testing
- STI counseling, and HIV screening and counseling
- Contraception and contraceptive counseling
- Breastfeeding support, supplies, and counseling
- Domestic violence screening

For a description of what these items include, visit https://www.healthcare.gov/what-are-my-preventive-care-benefits/#part=2.

OPEN ENROLLMENT CHECKLIST

DATES: August 17 – September 2, 2016

FORM SUBMISSION DEADLINE: Friday, September 2, 2016, 5:00 p.m. (Last day for changes)

FORMS TO BE COMPLETED

- ☐ Blue Cross Blue Shield Medical Insurance - Only employees making changes
- ☐ Blue Cross Blue Shield Dental Insurance - Only employees making changes
- ☐ Dearborn Life and Long Term Disability insurance (combined form) – Only employees making changes
- ☐ Superior Vision Insurance – Only employees making changes
- ☐ Flexible Spending Account - Medical or Dependent account – Only if employees want to enroll or continue participation
- ☐ Nationwide – voluntary supplemental retirement plan - Only if employees want to enroll or make changes. See Nationwide representative during the open enrollment meeting for more information.
- ☐ Allstate – voluntary critical illness, cancer, accident, short term disability - Only if employees want to enroll or make changes. See the Allstate representative during the open enrollment meeting for more information.

Please return all completed forms to Human Resources by September 2, 2016 for an effective date of October 1, 2016.

If you have questions regarding the medical insurance or other benefits, please contact Human Resources at 817-503-1070.

Overview of Colleyville Classification and Compensation System

Classification and Compensation Study Committee
January 18, 2017

Objectives and Goals

Objective: To maintain an internally and externally equitable, yet competitive, classification and compensation plan. The compensation plan will be used internally to reward employee performance and externally to attract and/or retain qualified employees while ensuring compliance with state and federal statutes. The City also desires to ensure its benefit offerings are competitive with the market.

Goal: To create an overall system that improves the City's ability to recruit, motivate and retain the highest quality employees.

Classification & Compensation

1. Classification
   - Job analysis
   - Identify job families
   - Internal equity review
   - Create new or update current classification structure
   - New, update or revise job descriptions
2. Compensation
   - Survey selected jobs and selected organizations
   - Perform analysis
   - Recommend pay structure updates
   - Recommend transition options
   - Recommend sustainable pay system

Job Classification - Example

City of Grapevine

QUICK LINKS

- Applicant Login
- Employee Benefits
- Forms
- Job Descriptions
- Job Interest Cards
- Job Opportunities
- Online Application Guide
- Promotional / Transfer Opportunities
- Staff
- Volunteer Opportunities

NOTIFY ME

CodeRED

355 records found.

Page # 1 of 15 go

Class Title	Min Monthly Salary	Max Monthly Salary
A/P Clerk - Casual	$2,602.77	$3,643.99
Accounting Assistant/Part-Time - CVB	$3,073.55	$4,302.83
Accounting Manager	$5,411.23	$7,846.28
Accounting Technician	$3,073.44	$4,302.83
Accounts Payable Clerk	$2,654.97	$3,716.94
Acquistion Assistant	$2,787.72	$3,902.80
Active Adult Supervisor	$3,845.66	$5,383.91
Administrative Manager - Police Dept	$3,845.66	$5,383.91
Administrative Manager - Public Works	$3,845.66	$5,383.91
Administrative Manager- Fire	$3,846.27	$5,383.73
Administrative Secretary	$3,073.44	$4,302.83
Animal Control Officer - Casual	$2,732.95	$3,826.16
Animal Control Supervisor	$4,037.93	$5,653.10
Animal Services Intern	$2,140.67	$2,996.93
Animal Services Officer	$2,787.72	$3,902.80
Aquatic Supervisor	$3,846.27	$5,383.73
Aquatic Tech Coordinator	$3,322.02	$4,650.84
Assistant Chief of Support/Planning/Administration	$7,766.44	$11,261.29
Assistant City Manager	$10,203.68	$14,795.34
Assistant City Secretary/Records Manager	$4,674.41	$6,544.18
Assistant CVB Executive Director	$7,838.09	$11,365.23
Assistant Director of Development Services	$6,264.18	$9,083.06

Job Classification - Example

City of Southlake

142 jobs

City of Southlake, Texas
FY 2017 Pay Structure for Non-Exempt Employees
Effective November 20, 2016

Classification Titles	Grade	Pay Basis	Min	Mid	Max
Banquet / Event Attendant		Annual:	$26,500.00	$33,125.00	$39,750.00
Bus Driver		Monthly:	$2,208.33	$2,760.42	$3,312.50
Custodian	201	Bi-weekly:	$1,019.23	$1,274.04	$1,528.85
Intern		Hourly:	$12.7404	$15.9255	$19.1106
Library Clerk I					
Recreation Leader					
Emergency Management Planner		Annual:	$ 27,825.00	$ 34,781.25	$ 41,737.50
Recreation Specialist		Monthly:	$2,318.75	$2,898.44	$3,478.13
Records Clerk	202	Bi-weekly:	$1,070.19	$1,337.74	$1,605.29
		Hourly:	$13.3774	$16.7218	$20.0661
Accounting Assistant I		Annual:	$29,216.25	$36,520.31	$43,824.38
Library Clerk II		Monthly:	$2,434.69	$3,043.36	$3,652.03
Office Assistant	203	Bi-weekly:	$1,123.70	$1,404.63	$1,685.55
Parks Maintenance Worker		Hourly:	$14.0463	$17.5578	$21.0694
Street Maintenance Worker					
Water Utility Maintenance Worker					
No positions currently assigned to this grade.		Annual:	$30,677.06	$38,346.33	$46,015.59
		Monthly:	$2,556.42	$3,195.53	$3,834.63
	204	Bi-weekly:	$1,179.89	$1,474.86	$1,769.83
		Hourly:	$14.7486	$18.4357	$22.1229
Banquet Captain		Annual:	$32,210.92	$40,263.64	$48,316.37
Engineering Assistant		Monthly:	$2,684.24	$3,355.30	$4,026.36
Facilities Tech I	205	Bi-weekly:	$1,238.88	$1,548.60	$1,858.32
Irrigation Technician		Hourly:	$15.4860	$19.3575	$23.2290
Meter Reader					
Permit Technician					
Landscape Technician		Annual:	$33,821.46	$42,276.83	$50,732.19
		Monthly:	$2,818.46	$3,523.07	$4,227.68
	206	Bi-weekly:	$1,300.83	$1,626.03	$1,951.24
		Hourly:	$16.2603	$20.3254	$24.3905

Job Classification - Colleyville

City of Colleyville

100 job classifications → **30 job classifications***

(Traditional Grade System) **(Broad-banding System)**

*9 of these are public safety
*2 positions have been added since 2013

Job Classification - Colleyville

10 Non–Exempt (Hourly) Jobs

Occupational Group	Classification	DBM	FLSA	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Library Services	Library Clerk	A12	Non-Exempt	$26,595	$31,914	$37,230
Maintenance & Operations	M&O Technician	A12	Non-Exempt	$26,595	$31,914	$37,230
		A13	Non-Exempt	$29,786	$35,743	$41,701
Administrative Support	Administrative Support Assistant	A13	Non-Exempt	$29,786	$35,743	$41,701
Maintenance & Operations	Code Enforcement Officer	B21	Non-Exempt	$31,454	$39,318	$47,181
Administrative Support	Administrative Support Technician	B22	Non-Exempt	$33,656	$42,070	$50,484
Library Services	Library Assistant	B22	Non-Exempt	$33,656	$42,070	$50,484
Maintenance & Operations	M&O Specialist	B22	Non-Exempt	$33,656	$42,070	$50,484
		B23	Non-Exempt	$36,253	$45,316	$54,378
Administrative Support	Administrative Support Specialist	B23	Non-Exempt	$36,253	$45,316	$54,378
		B24	Non-Exempt	$39,743	$49,679	$59,615
Management & Program Support	Management Specialist	B23	Non-Exempt	$36,253	$45,316	$54,378
		B24	Non-Exempt	$39,743	$49,679	$59,615
Maintenance & Operations	M&O Project Specialist	B24	Non-Exempt	$39,743	$49,679	$59,615
		B25	Non-Exempt	$44,819	$54,737	$67,451

Job Classification - Colleyville

11 Exempt (Salaried) Jobs

Occupational Group	Classification	DBM	FLSA	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Administrative Support	Administrative Support Coordinator	C41	Exempt	$50,196	$62,745	$75,294
Management & Program Support	Management Analyst	C41	Exempt	$50,196	$62,745	$75,294
Library Services	Librarian	C41	Exempt	$50,196	$62,745	$75,294
		C42	Exempt	$53,678	$67,097	$80,515
Maintenance & Operations	M&O Supervisor	C41	Exempt	$50,196	$62,745	$75,294
		C42	Exempt	$53,678	$67,097	$80,515
		C45	Exempt	$64,129	$80,163	$96,194
Management & Program Support	Management Analyst, Senior	C42	Exempt	$53,678	$67,097	$80,515
Maintenance & Operations	M&O Project Manager	C45	Exempt	$64,129	$80,163	$96,194
Management	Manager	D61	Exempt	$68,368	$88,877	$109,387
		D62	Exempt	$71,714	$93,228	$114,742
		D63	Exempt	$75,061	$97,578	$120,097
Management	Director	E82	Exempt	$92,891	$120,759	$148,625
		E83	Exempt	$97,535	$126,796	$156,057
Management	Assistant City Manager/Dir. Public Safety	E91	Exempt	$102,412	$133,137	$163,860
Management	Deputy City Manager	E92	Exempt	$119,644	$148,058	$191,471
Management	City Manager	F101	Exempt	$129,594	$156,735	$206,875

Job Classification - Colleyville

11 Public Safety jobs

Occupational Group	Classification	DBM	FLSA	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Fire	Firefighter/EMT	B21S	Non-Exempt	$49,348	$55,762	$62,178
Fire	Firefighter/Paramedic	B22S	Non-Exempt	$52,272	$59,066	$65,861
Fire	Fire Engineer	B24S	Non-Exempt	$61,547	$67,393	$73,241
Fire	Fire Captain	C41S	Non-Exempt	$73,307	$78,805	$84,303
Fire	Fire Battalion Chief/Fire Marshal	C45S	Non-Exempt	$79,241	$89,145	$99,050
Fire	Fire Battalion Chief	C52S	Non-Exempt	$79,241	$89,145	$99,050
Police	Police Recruit	B22S	Non-Exempt	$49,048		
Police	Police Officer	B23S	Non-Exempt	$52,931	$61,399	$69,868
Police	Police Sergeant	B32S	Non-Exempt	$69,082	$74,609	$80,135
Police	Police Lieutenant	C42S	Non-Exempt	$84,537	$90,032	$95,527
Police	Assistant Police Chief	D62S	Exempt	$92,094	$103,605	$115,117

Functional Titles vs. Broad Banded Titles

Job Classification	Grade	FLSA	Functional Title	FY17 Pay Ranges			Spread
Library Clerk	A12	Non-Exempt	PT Library Clerk	$ 12.79	$ 15.34	$ 17.90	40%
M&O Technician	A12	Non-Exempt	Building Attendant	$ 26,595	$ 31,914	$ 37,230	40%
M&O Technician	A12	Non-Exempt	Meter Reader	$ 26,595	$ 31,914	$ 37,230	40%
Administrative Support Assistant	A13	Non-Exempt	Administrative Court Clerk	$ 29,786	$ 35,743	$ 41,701	40%
Administrative Support Assistant	A13	Non-Exempt	Administrative Clerk	$ 29,786	$ 35,743	$ 41,701	40%
M&O Technician	A13	Non-Exempt	Park Maintenance Worker	$ 29,786	$ 35,743	$ 41,701	40%
M&O Technician	A13	Non-Exempt	PT Park Maintenance Worker	$ 14.32	$ 17.18	$ 20.05	40%
M&O Technician	A13	Non-Exempt	Field Technician	$ 29,786	$ 35,743	$ 41,701	40%
Code Enforcement Officer	B21	Non-Exempt	Code Enforcement Officer	$ 31,454	$ 39,318	$ 47,181	50%
Administrative Support Technician	B22	Non-Exempt	Office Assistant	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support Technician	B22	Non-Exempt	Permit Technician	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support Technician	B22	Non-Exempt	Accounting Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support Technician	B22	Non-Exempt	Billing Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support Technician	B22	Non-Exempt	Records Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Administrative Support Technician	B22	Non-Exempt	Property Room Clerk	$ 33,656	$ 42,070	$ 50,484	50%
Library Assistant	B22	Non-Exempt	PT Youth Services Assistant	$ 16.18	$ 20.23	$ 24.27	50%
Library Assistant	B22	Non-Exempt	PT Circulation/Technical Assistant	$ 16.18	$ 20.23	$ 24.27	50%
M&O Specialist	B22	Non-Exempt	Irrigation Specialist	$ 33,656	$ 42,070	$ 50,484	50%
M&O Specialist	B22	Non-Exempt	Equipment Operator	$ 33,656	$ 42,070	$ 50,484	50%
M&O Specialist	B22	Non-Exempt	Meter Services Worker	$ 33,656	$ 42,070	$ 50,484	50%
M&O Specialist	B22	Non-Exempt	Facilities Maintenance Technician	$ 33,656	$ 42,070	$ 50,484	50%

Current Compensation Strategy

Compensation

A. Comprehensive Studies every 3-4 years

B. Annual Market Adjustments

C. Merit Raises – Pay for Performance

Comprehensive Compensation Studies

A. The last comprehensive study was completed 4 years ago in 2013 with implementation beginning October 1, 2013 (FY2014).

- An entirely new compensation philosophy and strategy was adopted.
- The policy direction from Council was for City employees to be paid at the 50th percentile of market.

The results of this study will be effective October 1, 2017 (FY2018)

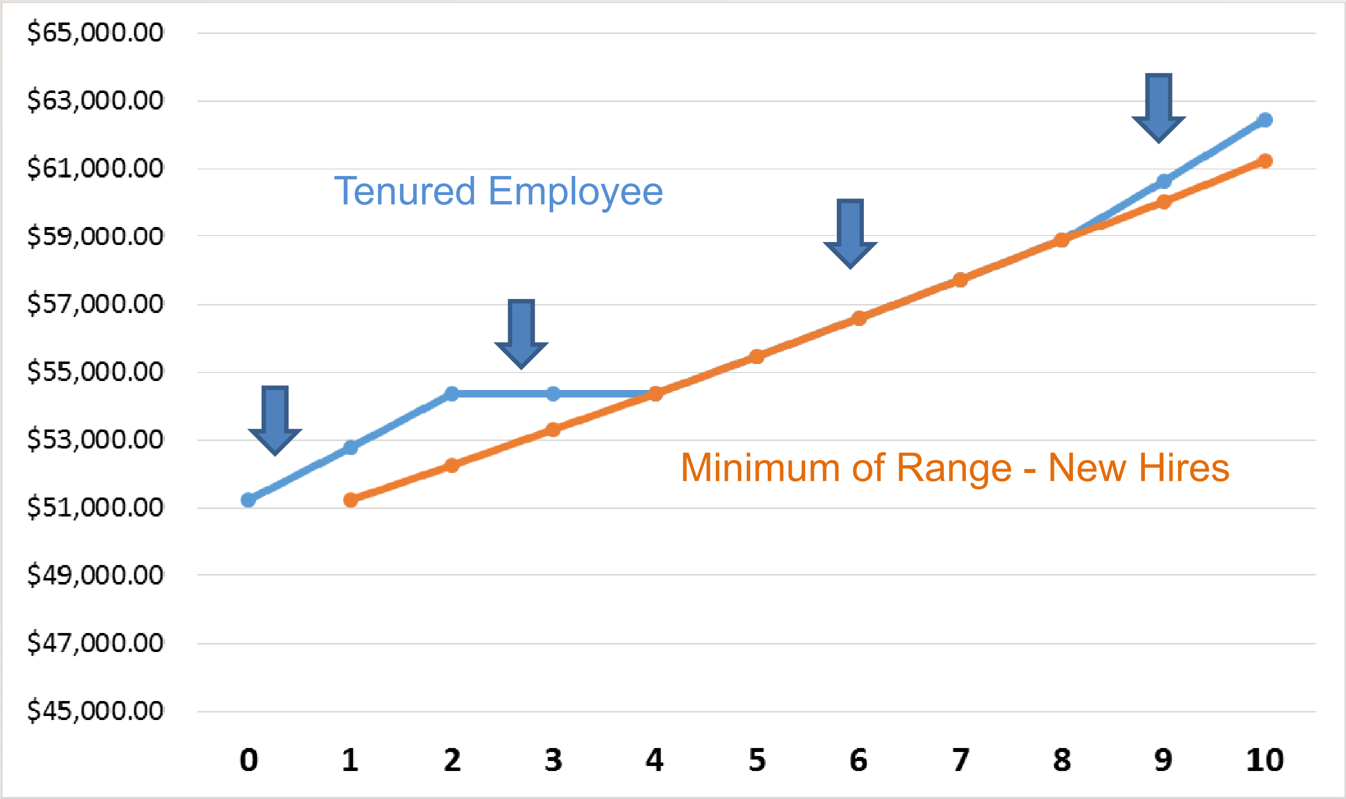
Annual Market Adjustments

B. Annual Market Adjustments to maintain market competitiveness

This year = all grades increased 2%
Last year = all grades increased 2.6%

- All employees did not get a raise as a result of the range movement.
- Only those employees that fell out of the minimum of the new range received increases.
- This can cause compression.

Compression



Merit Increases

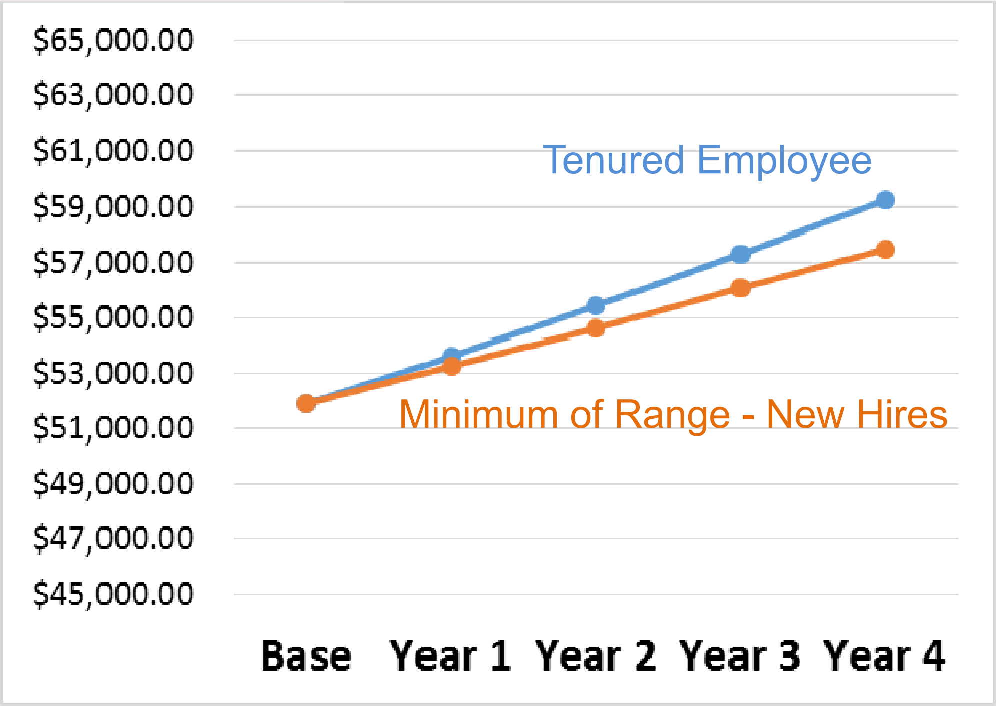
C. Annual Performance Evaluations and Pay for Performance or Merit Raises

- Reward employees who perform at above-standard levels within their respective job class
- Motivate employees to step up performance
- Employee morale
- No Cost of Living Adjustments (COLA's)

Merit Increases

- New hire
  - Police Officer (B23S)
  - Market adjustment 2.6% each year for the next four years
  - New hires brought in at new minimum for this job classification each year

- Tenured Employee
  - Police Officer (B23S)
  - Current annual salary $52,931
  - Employee receives merit increase of 3.36% for the next four years



Health Insurance and Retirement Benefits

- Medical w/Pharmacy, Dental, Vision
- Life and Accidental Death & Dismemberment
- Long Term Disability
- Flexible Spending Account
- Employee Assistance Program
- Wellness Program
- Texas Municipal Retirement System (TMRS)

Leave Benefits

- Vacation
- Sick
- Compensatory Time (Comp Time)

Goals

Goal: To create an overall system that improves the City's ability to recruit, motivate and retain the highest quality employees.

- Be competitive with the market for hiring a skilled and talented workforce,
- Provide a merit system to motivate and retain quality employees, and hold all employees accountable for job performance and service delivery,
- Create a sustainable system that will allow the City to continue to remain current on pay and benefits

Project Start

Jan 18

- **Committee kickoff/proposal scores due**

Next Steps

→ Jan <u>23</u> or 25	• Vendor interviews
Feb 7	• Contract to City Council
→ Mar 7 or 10	• Draft presentation to Committee
Mar 21	• Presentation to Council
→ April 12	• Preliminary findings to Committee
April 18	• Presentation / update to City Council
→ May 3 or 9	• Final draft to Committee
May 16	• Final report to City Council

Questions and Discussion