

ORDINANCE NO. O-01-2021

AN ORDINANCE AMENDING ORDINANCE NO. O-12-2016, ADOPTED ON DECEMBER 19, 2016 AND ORDINANCE NO. O-02-2019, ADOPTED ON MARCH 18, 2019, KNOWN AS THE "PERSONNEL POLICIES AND PROCEDURES MANUAL," BY ADOPTING A REVISED HEALTH INSURANCE WAIVER STRUCTURE AND UPDATING EMPLOYEE PER DIEM RATES.

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF FORT THOMAS, CAMPBELL COUNTY, KENTUCKY:

SECTION I

SECTION XII. BENEFITS AND LEAVES OF ABSENCE shall be amended to read as follows:

SECTION XII. BENEFITS AND LEAVES OF ABSENCE

INSURANCE

A. HEALTH INSURANCE

1. The City shall provide family, couple, single-parent and single health insurance coverage. The health insurance plan of record shall be selected by the City. The City may change or amend the plan of record at any time in accordance with applicable laws and regulations. This policy is not, and shall not be, subject to current or future prevailing rights clauses contained in any employee labor agreement. ~~Effective 12/15/2008~~
2. ~~The City shall reimburse those employees hired on or before October 1, 1990, who receive single or no coverage, the monthly difference between \$384.45 and the actual monthly premium allocable to the employee on a quarterly basis. The insurance reimbursement payments shall be capped for eligible Employees at the fiscal year 1991-1992 premium level of \$4,614 per year for all future payments.~~
23. The City shall reimburse any full-time employee hired after October 1, 1990 who is are eligible for family medical insurance family coverage, and who elects to decline all or part of their medical insurance coverage, as outlined below: the sum of \$384.45 per month if the employee elects to decline City medical insurance

~~coverage. The insurance reimbursement payments shall be capped for eligible Employees at the fiscal year 1991-1992 premium level of \$4,614 per year for all future payments.~~

<u>Waiver type</u>	<u>Reimbursement</u>
<u>Family plan to spouse's family plan (full waiver):</u>	<u>\$7,500 per year</u>
<u>Family plan to single plan:</u>	<u>\$5,000 per year</u>
<u>Family plan to employee-child (remove spouse):</u>	<u>\$2,500 per year</u>

The City reserves the sole and exclusive right to amend or discontinue this reimbursement policy. This policy is not, and shall not, be subject to past, current or future prevailing rights clauses contained in employee labor agreements.

~~a. The cumulative reimbursement allowed in 2 and 3 herein shall not cause the city to drop below 55 employees participating on the City's plan of record.~~

~~b. Reimbursement shall be offered to employees on a seniority basis and said employees shall be permitted 2 business days to determine whether to participate. This process shall continue until either (1) the number of employees on the City's plan of record is reduced to 55, or (2) all eligible employees have been offered the option of receiving a reimbursement for opting out of insurance.~~

~~a e. All employees who elect to waive any receive no coverage shall provide documentation that they, or any part of their family affected by the waiver, are covered under another health insurance plan.~~

~~b d. Employees who elect to waive any receive no coverage shall sign an affidavit acknowledging that they are voluntarily electing to waive receive no coverage under on the City's plan of record and release releasing the city from any liability.~~

~~e. If during the plan of record year the number of employees drops below 55, the most recent employee electing to receive no coverage shall be required to receive coverage at the beginning of the next plan of record year. This process shall continue until the number of employees on the City's plan of record is not less than 55.~~

~~c f. Reimbursement payments shall be made in arrears on a quarterly basis for all employees not covered under a union contract. Union employees shall be reimbursed as outlined in their respective contracts.~~

~~d g. Final reimbursements shall be prorated to an employee's last day of employment with the city.~~

3 4. Section 125 Plan.

The City may offer a Section 125 Plan to Administration, Police, Fire, and General Services employees. The administrative costs associated with the Section 125 Plan shall be paid by the City. Employee participation in the plan is voluntary. The City reserves the sole and exclusive right to amend or discontinue to offer a Section 125 Plan. This policy is not, and shall not be, subject to past, current or future prevailing rights clauses contained in any employee labor agreement.

SECTION II

SECTION XV. REIMBURSABLE EXPENSE REPORTING shall be amended to read as follows:

SECTION XV. REIMBURSABLE EXPENSE REPORTING

B. ALLOWABLE EXPENSES

3. MEALS

The City shall pay reasonable costs incurred while on official City business, with the following requirements:

- a. A flat maximum daily per diem rate, based upon the current rates outlined by the U.S. General Services Administration (GSA), ~~of forty (\$40.00) dollars per day~~ will be authorized with no requirement of receipts. This per diem for meals will be provided to the employee prior to travel, no more than one week in advance of departure.
- b. All meals provided at no cost to the employee (i.e., that are included in registration fees) shall be deducted from the ~~\$40.00~~ authorized per diem. The per diem meal allowance will be further adjusted according to both arrival and departure times as follows:

Breakfast	\$8.00 (consumed prior to 11 A.M.)
Lunch	\$12.00 (consumed prior to 3 P.M.)
Dinner	\$20.00 (consumed prior to 11 P.M.)

- c. In circumstances where an employee travels to a higher cost of living area, ~~such as a large metropolitan area,~~ an adjustment may be authorized by the City Administrative Officer, using the GSA rates as a guideline. The City will not reimburse employees the cost of any alcoholic beverage consumed while conducting official City business.

SECTION III

All ordinances, resolutions or parts thereof, in conflict with the provisions of this ordinance, are to the extent of such conflict, hereby repealed.

SECTION IV

This Ordinance shall be in effect when read, passed and published according to law.

APPROVED:

Eric Haas, Mayor

1st Reading: March 15, 2021

Adopted: April 19, 2021

Publication: April 29, 2021

ATTEST:

Melissa Beckett, City Clerk