

2021

Town of Fairfield



**Benefit Summary for Non-Union Department Heads and
Public Elected Officials**

The following summary outlines the conditions and eligibility for health and welfare benefits, leaves of absence and severance available to nonunion Department Heads and Public Elected Officials employed on a regular full time basis by the Town of Fairfield. These annually reviewed benefits are established by the First Selectman and the Director of Human Resources. This is a Summary of Benefits, the plan documents shall be the guiding documents in the event of error or conflict with this Summary.

Compensation:

Salary:

- Annual salary increases are determined by the First Selectman and/or the Board of Selectman.
- Department Heads will be paid on a bi-weekly basis.

Longevity (except for Elected Officials)

- 3% increase for those with five (5) or more years of paid employment.
- 3% increase for those with ten (10) or more years of paid employment.
- 3% increase for those with fifteen (15) or more years of paid employment.

Deferred Compensation Plan:

- The Town will match your contributions into a 457 deferred compensation plan on a two dollar employee contribution for every one dollar Town contribution to a maximum of \$1,000 annual Town contribution into a 457 plan. The match will be given in a lump sum each December provided the employee has made the necessary contribution.
- You may elect to defer an additional portion of your pre-tax dollars as allowable under federal law both in the 457 plan. Participation in either program is handled as a payroll deduction thru a town qualified plan.

Pension and Retirement:

Hired prior to 11/1/2015: (Defined Benefit Town Pension Plan)

- Upon employment you are automatically enrolled in the Town Employees Retirement Plan. Your contribution to the plan is (2%) annually and is deducted from your gross salary on a pre-tax basis in accordance with the 414(h) (2) provisions of the Internal Revenue Code. Vesting occurs at the end of the 10th year of active service. Contributions to the plan are subject to change.
- A Department Head eligible for Vested Retirement shall receive an annual benefit equal to 2.275% of their highest salary multiplied by years of creditable service. The definition of highest salary (including base pay and longevity pay) shall be defined as the highest salary earned over the period of twelve (12) consecutive months paid during their years of active employment.
- Should you leave with ten years or more of service before age 62, you may elect to receive a Vested Deferred Retirement payable at age 62, in lieu of receiving accumulated contributions plus interest.
- Should you separate from the Town prior to being fully vested (ten years paid employment) your pension contributions plus interest will be returned to you.

Hired on or after 11/1/2015 (Defined Contribution 401a Plan)

- All Department Heads hired on or after November 1, 2015 shall participate in a 401 (a) type retirement plan with no eligibility or vesting rights in the Town's existing defined benefit retirement system. The employee shall be required to contribute at least four (4%) percent to the plan but may contribute up to the maximum allowed by law. The Town shall match the Department Head's contribution up to a maximum of five (5%) percent. The Town vesting schedule shall be as follows:
 - o After 1 year of service---33%
 - o After 2 years of service--33%
 - o After 3 years of service 100%

- The Town shall provide long term disability benefits (LTD) for the permanent and total disability of Department Heads hired on or after November 1, 2015, at the rate of fifty {50%) percent of salary.

Health Insurance:

Active Health Insurance:

- Eligibility to participate in the Town of Fairfield Active Employee Benefit Plan occurs on the date of hire. If you elect to participate in the health insurance plan, Department Heads shall contribute eighteen {18%) percent of the applicable rate for Town premium costs medical, prescription drug and dental benefits. This rate may be adjusted periodically.

Retiree Health Insurance:

- Post–employment health insurance (OPEB) shall be provide to all fully vested Department Heads and Public Elected Officials who leave town service after ten {10) full years of service and who are over the age of sixty-two (62) at time of separation at no cost to the employee. Such health

insurance shall solely cover the insured and existing dependents covered at the time of leaving employment. ***For all Department Heads hired after July 1, 2010, the insured shall pay the same percentage toward premium costs at the time of retirement.***

- Upon Medicare eligibility, the health plan shall be reduced to a Medicare Carve-Out plan. The cost of Medicare Part B premium shall be borne by the retiree and eligible dependents.

Life Insurance:

- You shall receive a term life insurance coverage for fifty thousand dollar (\$50,000). You have an option to purchase additional group life insurance up to a combined maximum of two hundred and fifty thousand dollars. In accordance with federal state tax rules, the first \$50,000 of employer paid life has no tax liability. Any amount in excess is subject to federal tax which will be deducted from your paycheck. If you do not want to pay the additional tax, you may elect to receive the base amount of \$50,000.
- You may purchase additional term life insurance at the provider's standard rate up to a maximum combined total of \$250,000.
- Upon normal retirement of age 62 and 10 years of employment you shall receive a term life insurance policy in the amount of \$30,000.

Leave Benefits:

Vacation:

- Effective July 1, 2021:
Upon hire, employees shall receive four (4) weeks' vacation if hired between July 1 and January 1st and two (2) weeks if hired after January 1st. Each July 1st, employees will receive a new vacation allotment of four (4) weeks. Employee can carryover three (3) weeks from one fiscal year to the next. Payout of vacation shall be limited to thirty (30) days upon voluntary separation of employment.
- Hired prior to July 1, 2021, accrual of vacation time for the following year begins on the first day of the month following your date of hire at a rate of

one and two thirds {1.66} days per month to a maximum of twenty (20) days per year. You may use this time as you have earned it.

- o After five (5) years of paid cumulative Town employment, your vacation time increases to twenty-three (23) days per year. You will be credited with the additional three (3) days on the next following July 1st and each year thereafter until you have ten {10} years of service.
- o After ten (10) years of paid cumulative Town employment, your vacation time increased to twenty-five (25) days per year. You will be credited with the additional five (5) days on the next following July 1st and each year thereafter.
- You may have a maximum of seventy (70) days' vacation to your credit at any time. Should you exceed this limit, you will lose them. Please note that your monthly crediting of vacation time occurs on the first day of each month.
- Upon separation from Town employment, you will be paid for all accrued and unused vacation days to a maximum of sixty (60) days.

Sick Leave:

- Accrual of sick leave begins in the first day of the month following your date of hire at a rate of one (1) sick day per month of service up to a maximum of twelve (12) days per year. On July 1st following your date of hire you will receive twelve {12} sick days per year and each year thereafter.
 - o After five (5) years of paid cumulative Town service, you automatically become eligible for twenty (20) sick days per year.
 - o After ten (10) years of paid cumulative Town service, your eligibility for paid sick time increases to thirty (30) days per year.
- You may carry over your full allotment of unused sick days into the next fiscal year, and bank this time to a maximum accumulation of one hundred and eighty {180} days.
- You will not be compensated for unused sick days upon separation of employment.

Personal Leave Days:

- When you are initially hired, you will receive a pro-rated number of personal leave days based upon five (5) days per year. You will continue to receive a maximum of five (5) days of personal leave in January 1st of each year thereafter. Personal leave may be used for family emergencies, funerals, religious holidays or other personal needs.
- This time may not be carried over from calendar year to year and has no monetary value upon separation from Town service.
- Additional days may be granted by the First Selectman at his/her discretion.
- Unpaid time off for non-medical reasons may be requested and solely granted by the First Selectman for a period of up to six (6) months.

Funeral Days:

- An employee upon request shall receive time off from the date of death through the date of the funeral if a death occurs in his/her immediate family including step family. He/she will receive his/her regular pay for regularly scheduled work days during that period to a maximum of four (4) days. Immediate family shall be defined as: spouse, parent, child, stepchild, grandchild, stepparent, sibling, grandparent, parent-in-law, and relatives customarily living in the employee's immediate household.
- Approval for permission for time off with pay due to the death of a relative outside of the immediate family shall be limited to one day through the date of the funeral.

Family & Medical Leave (FMLA):

- The Family and Medical Leave Act of 1993 (FMLA) provides entitlement of up to twelve (12) work weeks of unpaid leave with job protection for the following reasons: birth and care of your child, or placement for adoption or foster care of a child with you; care of your immediate family member who has a serious health condition; or care of your own serious health condition. Contact Human Resources for more information.

Other Terms and Conditions:

Workweek:

All Department Heads are expected to work a full forty hour work week.

Department heads are exempt employees, and not entitled to any overtime or compensatory time.

Holidays:

- The Town of Fairfield recognizes a total of twelve (12) paid holidays per year as follows:
 - o New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day.

Holidays that fall on a Sunday will be observed the following Monday. If a holiday falls on a Saturday, the Town will observe it on the preceding Friday,

Workers Compensation:

The Town will provide workers compensation benefits under the Connecticut State Worker's Compensation Act as follows:

- First year of employment- (2 Yi) working days at full pay for each month of service
- Year one to year five- (30) working days at full pay
- Year five to year ten-(60) working days at full pay
- Over ten years—(90) working days at full pay

Note: An employee's anniversary date shall determine his/her length of service and eligibility for occupational disability benefits. When eligibility for occupational benefits at full pay is exhausted, payment will continue in accordance with the CT State Compensation Act.

Provisions. A new period of eligibility shall occur when an employee passes their anniversary date provided they are currently receiving full pay.

Separation Benefits:

- In the event of a permanent involuntary termination from the payroll, you will be eligible to receive one (1) weeks' pay for each full year of service, up to a maximum of thirteen (13) weeks' pay. Partial years will be pro-rated accordingly.

Calculation of severance will be at your regular base salary, excluding any additional compensation. Eligibility for severance compensation occurs in the case of dismissal for reasons other than cause, or for resignation by request when the circumstances are such that severance would have been due had you been dismissed instead.

- Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) should you leave Town service, you will be entitled to continued medical coverage at your expense should you not have OPEB benefits.



Brenda Kupchick
First Selectwoman

Dated: July 8, 2021