Columbus Public Health Employee Benefits

Part-time, Non-Bargaining Employees

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

COLUMBUS PUBLIC HEALTH

The Benefits of our Mission

Protecting Health and Improving Lives

It is our mission and we strive to meet it every day. If you are service oriented and enjoy the feeling that helping others gives you, then this may just be the place for you. We serve and protect everyone from all walks of life in our community. While many of our customers never "see" the service we provided, "If you didn't get sick, we did our job," for others our services mean a significant, recognizable, impact on their quality of life. Every employee at CPH impacts mission attainment, from our administrative staff to the medical professionals. If you will help us reach our mission and perform high level customer service, then we want you on our team.

Healthcare Benefits

Important Notice: New employees enrolling for the first time and existing employees enrolling of changing benefits due to a "qualifying event," must complete the enrollment forms and submit them no later than 30 days from the date of hire or qualifying event. No enrollments or changes can be permitted outside this 30-day window and employees will be required to wait until the next benefits open enrollment (February) or until another qualifying event occurs to enroll or make changes.

Part-time Employee Coverage

Part-time employees are eligible to enroll for single or family medical and prescription plan coverage at Open Enrollment (generally, the month of February each calendar year) only after the employee has worked a minimum number of calendar years and minimum number of hours in those calendar years as follows:

- Single Coverage: One (1) calendar year and a minimum of 1,040 hours in the previous calendar year.
- Family Coverage: Two (2) calendar years and a minimum of 2,080 hours in the previous two calendar years.

Upon electing coverage, the part-time employee will pay one-half (1/2) of the established funding rate. (See Appendix A for employee premium contribution rates)

Comprehensive Major Medical Coverage

The comprehensive major medical benefits are provided through a preferred provider (PPO) design covering eligible costs at a higher percentage co-insurance and lower co-pays, deductibles, and out-of-pocket maximums, when a participant uses in-network providers. Services from non-network providers are also covered at higher co-pays, deductibles, co-insurance levels, and out-of-pocket maximums. The plan provides benefits for covered outpatient and inpatient, specific preventative care and medically necessary services. Please see City of Columbus Employee Benefits **MCP Part Time** (under "Summary and Benefits Coverage Statement") for additional information regarding the plan including applicable co-pays, deductibles, out-of-pocket maximums, co-insurance, etc.

Prescription Plan Coverage

The prescription plan is also very competitive offering two methods for enrolled employees and family members to obtain the medications they need. The plan includes prior authorization requirements for certain types of drugs and at times step therapy of a lower cost drug before a higher cost drug is dispensed.

Retail Pharmacy Benefits

For short term medications (typically 30 days or less), employees may use retail pharmacies to obtain medications. The plan provides for three (3) tier-level costs, with the first tier (lowest co-pay) for generic medications, the second tier for formulary brand medications, and the third tier (highest co-pay) for non-formulary and "dispense as written" (DAW) medications.

Mail Order Drugs

For long-term or maintenance medications, employees are strongly encouraged to utilize the mail order program. With this program, employees may receive 30-90 days' supply of medication at lower costs. The plan also has three tiers (generic, formulary brand, and non-formulary/DAW) with corresponding co-pay levels.

Please see City of Columbus Employee Benefits **MCP Part Time** (under "Summary and Benefits Coverage Statement") for more details related to Tier-level co-pays.

Colonial Life & Accident Insurance Company Supplemental Benefits

The City provides employees with access to optional, supplemental, benefits through Colonial Life & Accident Insurance Company, that typically help offset costs that are not covered by healthcare benefits. These optional benefits are at the employee's cost with most, except Life Insurance, available on a pre-taxable basis. Options made available include Accident coverage, Cancer insurance, Critical Illness insurance, Disability insurance, Hospital Confinement coverage, and Life Insurance.

Visit http://www.visityouville.com/en/CityofColumbus/benefits-overview.aspx for more information.

Employee Leave

Holidays

The City of Columbus observes the following holidays:

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

(NOTE: Part-time employees will not be scheduled to work these dates and are not paid for holidays)

Personal Business Day

Each employees will receive three, four (4) hour Personal Business Days per *vacation* year.
The vacation year shall end at the close of business on the last day of the first full pay period that begins in the month of January.

Paid Time Off (PTO)

Each employee will receive paid time off (PTO) each vacation year based on the average number of hours worked per week during the previous vacation year. The vacation year shall end at the close of business on the last day of the first full pay period that begins in the month of January.

- Newly hired part-time employees will have their PTO hours determined and be eligible for PTO thirteen (13) pay periods after the effective date of hire
- Must work at least 12 hours per week on average to be eligible
- Hours will not roll over and must be used in the year issued

Paid Parental Leave

Employees who have worked at least one (1) year of continuous service, 1,250 hours in the previous 12 months, and have not used PPL in the previous 12 months, may be eligible for up to six (6) weeks of paid leave for the birth, adoption, or placement of a child with that employee.

Paid Caregiver Leave

Employees who have worked at least one (1) year of continuous service, 1,250 hours in the previous 12 months, and have not used PCL in the previous 12 months may be eligible for up to four (4) weeks of paid leave to care for family member (as defined under the FMLA) with a serious health condition.

Other Employee Benefits

Employee Development

CPH considers workforce development a foundational part of its strategic plan. CPH has developed a workforce development plan to address its evolving public health workforce, including preparing new employees, retaining current employees, and investing in future leadership. While CPH does require employees be trained routinely on certain subjects core to meeting legal requirements and to maintain a competent workforce, CPH also provides avenues to employees for personal growth and credential maintenance.

Continuing Education

Many of the positions at CPH are licensed, registered, or certified requiring continuous education credits to maintain these credentials. For some of these credentials, CPH offers either in-house CEU training or opportunities to attend programs externally.

Personal Development Classes

Through the Citywide Training and Development Program, CPH employees may attend classes geared towards personal development such as Microsoft Office Suite, defensive driving, money management, elder care, parenting, etc., at no cost to the employee and low fee for family members of employees.

Mileage Allowance

CPH pays the IRS allowable rate for business mileage

Personal Health and Wellbeing Programs

Employee Assistance Program (EAP) Services

Provides counseling services and/or referral to services for employees.

Health/Benefits Fairs, Free Assessments and Flu Vaccinations

Health/Benefit Fairs and free assessments are generally offered twice annually onsite at CPH and at other locations in the City for City employees. Influenza vaccination is provided during the Autumn Health/Benefits Fairs.

Healthy Columbus

Provides access to programs and services that City employees and family members may utilize to achieve and maintain a healthy lifestyle.

Fitness Centers

The City maintains a Fitness Center on Front Street near City Hall that is free to City employees. Additional services offered may have nominal fee.

Additionally, CPH has a fitness room available to CPH employees to utilize either to attend regularly scheduled fitness classes or for personal workout purposes when classes are not scheduled. The fitness room also has locker rooms equipped with showers for employee convenience.

City of Columbus Recreation Centers

City employees may access any City of Columbus Recreation Center at no charge by showing their employee identification.

Free Covered Parking

Columbus Public Health provides free covered parking for its employees in a parking lot separate from client/customer parking.

Cell Phone and Personal Computer Discount Programs

The City has negotiated discounts for cellular telephone services, computer (and accessories), and software providers that City employees may utilize for personal purchases.

Optional Financial and Insurance Programs

City employees are provided access to optional financial and insurance programs that may be purchased through payroll deductions through:

1. Membership in the Columbus Municipal Employees (CME) Credit Union,
2. Products through Liberty Mutual Insurance, and
3. Deferred compensation savings programs through the Ohio Deferred Compensation Plan.

Retirement Plan

Employees are enrolled into the **Ohio Public Employees Retirement System (OPERS)** for retirement. The City contributes 14% and each employee contributes 10% (pre-tax) of the employee's gross salary towards the employee's retirement through OPERS. Employees are strongly encouraged to contact OPERS directly at www.opers.org or 1-800-222-7377 with questions and to obtain information to make informed decisions regarding their retirement plan choices through OPERS.

Employee Entertainment and Leisure Programs

Columbus Employee Association (CEA) Special Events and Offerings

CEA offers multiple discount opportunities to City employees, such as golf outings, bowling tournaments, discounts to theme parks (King's Island, Cedar Point, Zoombezi Bay, Wildlights at the Zoo, Newport Aquarium and much more.

Central Ohio Employee Services & Recreation Association (COESRA)

The City of Columbus is a member of COESRA, the Ohio chapter under the Employee Morale and Recreation Association (EMRA). Through COESRA employees enjoy access to offers and discounts towards travel and vacations, events, theme parks, professional services and products, and much more. Because the City is a member there is no additional cost for employees to obtain these benefits. Check out what COESRA can offer at https://enralife.com/coesra.

Appendix A
2019 Medical & Prescription Plan
Employee Premium Contribution Rates

	Coverage	Monthly Rate	Per Pay
Effective 4/1/2019	Single	$384.76	$192.38
	Family	$961.88	$480.94
Surcharge for Tobacco Usage		$25.00	

Employees may elect to have deductions pre-taxed

NOTE: *The City adjusts premium rates annually, effective April 1*