

Retirees - Benefits Continuation

Municipal Building Commission Benefits Continuation

(Eligible Employees Only)

RETIREMENT at AGE 65 or OLDER

Health Insurance

An employee may continue coverage, at his/her own expense, indefinitely as allowed by State law, provided: (a) is eligible to receive a Minnesota public retirement pension (e.g. from PERA) or receives disability benefits from such a retirement plan; (b) he/she continues to reside within the health plan service area; and (c) he/she pays the full group premium rate on a monthly payment schedule.

Note: If the employee is not eligible to receive a Minnesota public retirement pension and is not receiving disability benefits from such a retirement plan, the employee may continue coverage under COBRA.

If the retiree chooses Medicare coverage exclusively (thus withdrawing from the MBC's program), his/her covered dependent(s) may continue MBC-sponsored health coverage at their own expense, for an additional 36 months.

Life Insurance

Coverage may be extended up to 18 months, at his/her own expense, as provided by State law.

Dental Insurance

Employees who maintain this coverage at the time of employment termination may continue it, at his/her own expense as provided by State law, for the same time period as he/she is eligible to continue health coverage, provided he/she pays the premium on schedule and continues to reside within the dental plan's service area.

RETIREMENT under AGE 65

Health Insurance

Employees who meet certain age and length-of-service requirements (indicated below, as Requirement #1, Requirement #2, and Requirement #3) may continue coverage, as provided by MBC policy, in the MBC's group health insurance program until the end of the month in which he/she turns age 65. During this continuation period under age 65, the MBC contributes toward coverage as though the retiree is actively working and has single coverage (the employee may be responsible for a portion of the single health premium, and the entire dependent premium if dependent coverage is continued). The retiree must meet at least one of the following three Requirements:

Requirement #1

<u>Age at time of Retirement</u>	<u>Yrs. of Equivalent MBC, City of Minneapolis, and Hennepin County Service or a combination of service to these three agencies = Non-continuous work hours</u>	
at least age 55 but less than 62	20	41,600
at least age 62 but less than 63	15	31,200
at least age 63 but less than 64	14	29,120
at least age 64 but less than 65	13	27,040

Requirement #2

The retiree at the time of his/her retirement qualifies for and applies for a full, unreduced retirement annuity (other than a deferred annuity), based on a minimum of 10 years of MBC service, from an approved public service retirement program.

Requirement #3

The retiree at the time of his/her retirement qualifies for and applies for a retirement annuity (other than a deferred annuity) from an approved public service retirement program with at least 30 years of covered service, at least 10 of which must have been with MBC.

Out-of-area premium reimbursement

Should the retiree meeting Requirements #1, #2, or #3 move outside the service areas of both MBC sponsored health plans during his/her continuation period under age 65, the following premium reimbursement policy applies:

REIMBURSEMENT POLICY

In accordance with MBC policy, eligible retirees and employees terminating due to disability, who do not qualify to remain in the MBC group health insurance program due to the geographic location of their residence, and who elect a conversion option offered through a MBC sponsored health plan or purchase replacement coverage, will be eligible for a reimbursement from the MBC. The MBC cost shall not exceed the retiree's actual expense of the maximum amount payable for a former employee remaining in the MBC group program, whichever is less, provided the coverage becomes effective within 60 calendar days following the termination of MBC group coverage and remains continuously in force, with sufficient documentation of the premium expense submitted to the MBC for reimbursement.

When the retiree turns age 65, he/she may remain indefinitely in the MBC's group health insurance program, at his/her own expense (see "Retirement at Age 65 or Older" section).

Life Insurance

Coverage may be extended up to 18 months, at his/her own expense, as provided by State law.

Dental Insurance

Employees who meet certain age and length-of-service requirements (indicated above) may continue coverage, as provided by MBC policy, in the MBC's dental insurance program until the end of the month in which he/she turns age 65. During this continuation period under age 65, the MBC contributes toward coverage as though the retiree is actively working and has single coverage (the employee may be responsible for a portion of the single health premium, and the entire dependent premium if dependent coverage is continued). The retiree must meet at least one of the above three requirements.

RESIGNATION due to TOTAL AND PERMANENT DISABILITY

Health Coverage

The employee who meets certain age and length-of-service requirements or receives disability benefits may continue coverage, as provided by MBC policy, in the MBC's group health insurance program until the end of the month in which he/she turns age 65. During this continuation period under age 65, the MBC contributes toward coverage as though the retiree is actively working and has single coverage (the employee may be responsible for a portion of the single health premium, and all the dependent coverage is continued). The retiree must meet at least one of the following two Requirements.

Requirement #1

<u>Age at time of Retirement</u>	<u>Yrs. of Equivalent MBC, City of Minneapolis, and Hennepin County Service or a combination of service/ to these three agencies = Non-continuous work hours</u>	
less than 62	20	41,600
at least age 62 but less than 63	15	31,200
at least age 63 but less than 64	14	29,120
at least age 66 but less than 65	13	27,040

Requirement #2

The retiree at the time of his/her retirement qualifies for and applies for a full, unreduced retirement annuity based at least in part on his/her MBC service, from an approved public service retirement program.

Note: If the employee does not meet either of the two Requirements but is determined by the MBC to be totally and permanently disabled, he/she may be eligible to continue health coverage as provided by State law, at his/her own expense, until the end of the month in which he/she turns age 65.



Municipal Building Commission Employee Key and Access Card Policy January 2008

MBC Employee Key and Access Card Policy

- Employees are required at all times to monitor and know the location of their work keys and access cards.
- Employees must immediately report lost, stolen or broken keys and/or access cards to the Security/Custodial Manager.
- Employee's work keys and/or access cards shall at all times be either on employee's person or stored in the assigned location.
- Employee's work keys and/or access cards shall not be removed from the City Hall/Courthouse premise.
- Employees are responsible for securing their own work keys and/or access cards in the assigned locations; at the conclusion of their work shift.
- Employees who leave the City Hall/Courthouse premise with their work keys and/or access card shall immediately notify the MBC Security/Custodial Manager. Depending upon circumstances; employee may be required to immediately return them to the City Hall/Courthouse.
- **I understand that I am responsible for adhering to the Employee Key and Access Card policy as listed above.**

Acknowledged by:

Employee Name

Employee Signature

Date

Municipal Building Commission

Internet, E-mail & Telecommunications Usage Policy

Permissible Use

Incidental or occasional personal use of the Internet, E-mail and Telecommunications Systems may be permitted subject to limitations of this Policy and provided such use

- a. does not interfere with the employees or any other employees job duties or routine business activities;
- b. does not result in additional expense to the county;
- c. does not require modification to software or other system components;
- d. is not for political, religious, unlawful or illegal practices, personal financial profit, or other promotional activities;
- e. does not result in the consumption of county resources;
- f. does not contain or imply threatening, obscene or abusive language; and
- g. does not contain or imply harassing, demeaning or sexually explicit statements or materials.

Prohibited Use

Users shall not intentionally access or view content on the Internet, send E-Mail, voice or video transmission that contains content that is illegal, contrary to county or departmental policy, or that may be discriminatory, harassing or disruptive to other employees, including, but not limited to, any sexually explicit, derogatory, abusive or threatening images, cartoons, jokes, or other materials, or any inappropriate or profane use of language, unless any of the above is required for the performance of assigned job duties.

Users shall not use the systems for unapproved charitable endeavors, solicitation of funds, advertisements, political messages, private business activities, or other unapproved non-business related purposes that result in additional expense to the county or interferes with productivity.

Monitoring of Internet, E-Mail and Telecommunications Systems Use

Review and monitoring of Internet, E-Mail or Telecommunications systems use can occur for any of the following reasons:

- a. To conduct routine maintenance, support or problem resolution
- b. To gather statistical data to support the operational availability and reliability of the system
- c. To support audit, security or investigative activities or compliance with policies, standards or procedures
- d. To respond to legal requests for access to information
- e. To support business continuity purposes, as determined by individual departments
- f. To comply with other business purposes as requested by the CIO or individual department directors or their designees

Prohibited Downloading for Personal or Improper Use

Users shall not download any files, software, programs, or similar material for personal use, including but not limited to any material that they are prohibited from accessing or viewing.

Users shall not download, possess, or use any software, scripting, tools, or other mechanisms which are designed to monitor or disrupt system use or subvert system security controls.

Use of Cell Phones

The Municipal Building Commission provides cell phones to employees for use that is directly related to performance of assigned job duties. An employee shall have no expectation of privacy or confidentiality when using MBC-issued cell phones. The MBC has the right to monitor, track and document employee cell phone use. All MBC-issued cell phones are the property of the MBC.

Employees are expected to carry MBC-issued cell phones at all times and have it on during working hours. For most MBC employees, cell phones serve as the primary means of work-related communication and notification of building-related or other emergencies. Unless otherwise instructed by your Supervisor, all MBC-issued cell phones will remain on-site at the end of employee work shifts and should not be taken off of MBC premises during non-work hours. MBC management will determine locations where cell phones will be located when not in use or for charging.

Employees may use MBC-issued cell phones for limited personal use provided such use does not interfere with the employee's or any other employee's job duties or routine business activities; does not result in additional expense to the MBC; is not for political, religious, unlawful or illegal practices, personal financial profit or other promotional activities; does not contain or imply threatening, obscene or abusive language; and does not contain or imply harassing, demeaning or sexually explicit statements or materials. Employees should use good judgment, minimize personal calls and exercise appropriate conduct. Business use of cell phones takes precedence over personal use. Employees shall be responsible for reimbursing the MBC for any and all charges related to personal use of the MBC-issued cell phone.

Loss, Theft or Damage of Cell Phone

Employees must report loss, theft or damage of their MBC-issued cell phone immediately to their Supervisor. Supervisors should report lost, damaged or stolen phones to the Project Coordinator.

Returning Cell Phones and New Phone Requests

Employees separating employment with the MBC are expected to turn in their MBC-issued cell phone and accessories to their Supervisor. Supervisors are responsible for requesting, distributing and training employees on appropriate use of MBC-issued cell phones; documenting loss, theft, damage or misuse; and ensuring that equipment is returned when an employee discontinues employment with the MBC. New phone requests, reassignment of existing phones and return of existing phones should be coordinated through the Project Coordinator.

Violations of Cell Phone Use Policy

The MBC Cell Phone Use Policy is effective immediately. Any violation of this policy including but not limited to excessive loss, damage or misuse of MBC-issued cell phones will be addressed as per the MBC progressive disciplinary policy up to and including termination of employment.

Blackberries

MBC policies regarding cell phone usage, internet usage, and e-mail usage also apply to the use of a Blackberry device for these purposes.

Receipt Acknowledgement

I have received and read the Municipal Building Commission's Policy on Internet, E-mail and Telecommunications Usage.

I understand that this receipt acknowledgement will be filed in my personnel file.

Name

Signature

Date



Municipal Building Commission City Hall/Courthouse Smoking Policy

As passed by the MBC Board on July 19, 1999

Effective Date: August 23, 1999

The Municipal Building Commission approved the following smoking policy for the City Hall/Courthouse facility.

Effective Monday, August 23, 1999, smoking on the City Hall/Courthouse property will only be allowed on the 4th Street side of the building.

Ashtrays and benches will be installed in the two recessed areas of the building along 4th Street.

This policy is being implemented in conjunction with upcoming smoking policy changes at the Hennepin County Government Center. As well, we've received numerous complaints from citizens having to walk through second hand smoke to enter the City Hall/Courthouse building.

By limiting smoking on City Hall/Courthouse property to the 4th Street recessed areas, it is our hope to eliminate complaints and create a healthier, cleaner environment around our facility.

Receipt Acknowledgement

I received and read the Municipal Building Commission's Smoking Policy. I understand that failing to adhere to the policy could lead to disciplinary action.

Name

Signature

Date



**Municipal Building Commission
Special Leave Without Pay Program (SLWOP)
Budget Savings Plan 2010**

Frequently Asked Questions

1 What is Special Leave Without Pay (SLWOP)?

Under the SLWOP 2010 Budget Savings Plan, employees work fewer hours. This plan aims to reduce costs for the MBC without impacting benefit eligibility for employees. In 2010, the MBC is requesting all full-time employees to take 24 hours of SLWOP. The maximum number of SLWOP hours is 160 annually.

2 Will I get paid for the SLWOP hours I need to take?

No, SLWOP hours are unpaid.

3 Will taking SLWOP prevent layoffs of MBC employees?

Reducing costs by requesting that employees take SLWOP hours may not prevent layoffs; but it will reduce or delay layoffs that would otherwise occur.

4 Does this program apply to supervisors, managers and directors?

Yes, the MBC Board approved this program for all employees. All MBC employees will be requested to take SLWOP hours.

5 Does my supervisor need to approve the hours of SLWOP I take?

Yes, employees must submit a request for leave slip to their supervisor to take SLWOP hours. Supervisors will work to limit the impact of SLWOP hours on departmental operations.

6 If I take 24 hours of unpaid SLWOP hours, will I still be eligible for health, dental and life insurance?

Yes. SLWOP hours will not impact your eligibility for health, dental or life insurance

7 When is the deadline to take my 24 hours of SLWOP for this program?

December 18, 2010

8 May I take 24 hours all at once or can the hours be spread over the remainder of the year?

You can take the 24 hours in many different ways, from consecutive days to spreading out the hours over the year. For non-exempt employees the minimum increment of SLWOP hours is 2 and for exempt employees, the minimum increment of SLWOP hours is 8.

9 If the 24 SLWOP hours are unpaid, will I have the opportunity to earn the pay at a later date?

No. The purpose of the SLWOP 2010 Budget Savings Plan is to reduce total payroll costs.

10 When employees take SLWOP hours, how should it be coded on their timesheet?

Employees and Supervisor must code the SLWOP hours as BGT.

11 Will taking SLWOP for the 2010 Budget Savings Plan hours impact my PERA benefits?

If you are in your PERA "high five" for pension calculations, read Impact On Pera for more information.

12 I am very busy - taking 24 hours of SLWOP will be difficult. May I continue to work during my SLWOP hours?

Yes. Exempt employees (i.e., employees not eligible for overtime) may continue to work during their SLWOP hours.

13 Can an employee on Family Medical Leave (FML) also take SLWOP concurrently?

Yes, but FMLA would still need to be used.

14 Can an employee take SLWOP instead of sick leave?

Yes, SLWOP may be used in lieu of sick or vacation leave. SLWOP must be approved in advance.

15 May I return or give up leave time (vacation, deferred holiday) in lieu of taking SLWOP?

No, this is not a component of the current voluntary program.

16 Will my approved vacation time be affected by other employees taking SLWOP for the 2010 Budget Savings Plan?

All requests for any type of leave will be approved in the order in which they are received.

17 Will SLWOP hours count for purposes of computing overtime, where appropriate?

Yes, SLWOP hours will count for this purpose

18 Will SLWOP hours impact the timing of my performance review or merit increase?

No, SLWOP hours will not delay the timing of a performance review or merit increase, as SLWOP hours are considered the same as hours worked.

19 Will SLWOP extend my probationary period?

No, SLWOP hours will not extend your probationary period and your benefits will continue to accrue.

20 According to the labor contracts and HR Rules, staff must have "compensated time" on both sides of a holiday to be eligible to receive holiday pay. Does SLWOP count as "compensated time" when it comes to holidays?

Yes. The MBC pays holiday pay even if the employee uses SLWOP the day before or after. The rationale is that SLWOP accrues hours (e.g., vacation, stability, non-continuous, etc.) as though the individual were working, there's just no pay. This will make it easier for supervisors and managers to schedule.

21 Does taking SLWOP make an employee eligible to receive unemployment insurance (UI) for the lost hours of pay?

Probably not. In Minnesota, volunteering for time off makes you ineligible to apply for benefits. **Do my sick and vacation leave benefits continue to accrue as if I am at work?**

Yes.

22 Does longevity and seniority continue to accrue?

Yes

23 How does SLWOP affect my benefits?

The MBC will continue its regular contribution to health and/or basic life insurance. If hours are taken incrementally, these benefits continue to accrue as if the employee were at work.



Municipal Building Commission Theft Policy

The MBC Theft Policy:

The following activities are examples of misconduct, which may be cause for disciplinary action: (8) Misappropriation of MBC Property, funds or money.

In addition, the taking of any MBC owned property is theft. Any property in the MBC's possession, even if the property is "junk" or "waste" is not available to employees for any personal or private purpose, and to remove it from MBC possession will be considered theft.

Theft is not only a violation of MBC policy, it is also unlawful. Violation of this policy will be dealt with according to established disciplinary guidelines. In addition, violations will be reported to the appropriate law enforcement personnel.

I understand that I am responsible for adhering to the Municipal Building Commission Theft Policy.

Acknowledged by:

Employee Name

Employee Signature

Date