PENFIELD TOWN BOARD AGENDA

Wednesday, December 30, 2015, 7:00 PM

Supervisor R. Anthony LaFountain, presiding

Call to Order - Pledge of Allegiance - Roll Call
Public Participation
Additions and Deletions to Agenda
Approval of Minutes – December 2, 2015
Petitions
Resolutions by Function
  Law and Finance
  15T-223 Employee Handbook Revisions
Public Works - None
Public Safety - None
Community Services - None
Old Business
New Business
Public Participation
Adjournment
The Regular meeting of the Penfield Town Board was held on Wednesday, December 30, 2015 at 7:00 PM at the Penfield Town Hall, 3100 Atlantic Avenue, Penfield, New York.

Present:  R. Anthony LaFountain  Supervisor
          Linda Kohl  Councilwoman
          Paula Metzler  Councilwoman
          Andrew Moore  Councilman
          Robert Quinn  Councilman

Also Present:  Amy Steklof  Town Clerk
              Richard Horwitz  Town Attorney

Supervisor LaFountain called the meeting to order - Pledge of Allegiance

Public Participation - None

Additions and Deletions to Agenda - None

Approval of Minutes
Councilwoman Kohl moved to approve the Minutes of December 2, 2015 Councilman Quinn seconded and all voted “Aye”.

Petitions - None

Resolutions by Function

Law and Finance

#15T-223  Employee Handbook Revisions by Moore

WHEREAS, the Penfield Town Board adopted an Employee Handbook on January 3, 1989 and the Board is committed to keeping this information up to date,

NOW, THEREFORE, BE IT RESOLVED, that the following revisions on file with the Town Clerk are approved for inclusion in the Employee Handbook effective January 1, 2016.

Revision:

Remove Section IV-F – Hospital Surgical and Medical Benefits from the existing Employee Handbook in its entirety and replace with the attached revised Section IV-F – Health Insurance Benefits.

Moved:  Moore
Seconded:  Kohl

Vote:  Kohl  Aye  LaFountain  Aye
       Metzler  Aye  Moore  Aye
       Quinn  Aye

Adopted

Public Works - None

Public Safety - None

Community Services - None

Old Business - None

New Business - None

Public Participation - None
Adjournment

Supervisor LaFountain moved to adjourn the meeting at 7:06 PM.

Amy Steklof, RMC/CMC
Town Clerk
Health Insurance Benefits

Active Full-Time Employees

Eligibility - Upon application, all regular full-time employees (see Employee Definitions and Categories) may participate in the Town’s health insurance benefits program. Employees may also elect to cover spouses and/or eligible dependents. Eligible employees under the age of 65, will be offered membership in a High Deductible Health Plan (HDHP). Eligible employees age 65 or older, will be offered membership in a Preferred Provider Organization (PPO) plan. The Town retains the right to change plans and/or health insurance providers at its discretion. New full-time employees are eligible for benefits on the first day of the month following the date of hire. Current full-time employees are eligible to elect benefits on January 1st of any plan year or on the date of a qualifying event. Qualifying events include: birth, death or adoption of a dependent; change in legal marital status; loss of alternate coverage; or change in employment status.

Employees are not permitted to carry dual medical coverage or otherwise utilize the Town’s health plan as secondary medical coverage. If an employee is covered through a spouse or is covered by any other third party source, the employee is not eligible to enroll in the Town’s health insurance plan. Employees are required to verify that they are not enrolled in any other medical plan. Health coverages provided through the US Veterans Administration or Medicare Part A may be used in addition to Town coverage.

Upon termination of employment, coverage will cease on the last day of the month. Any premium payments received from the employee for coverage beyond the termination date will be returned to the employee.

Premium Share Responsibility - Employees hired before January 1, 2006 are responsible to pay twenty percent (20%) of the elected plan’s monthly premium. Employees hired on or after January 1, 2006 are responsible to pay twenty-five percent (25%) of the elected plan’s monthly premium. Employee premium contributions will be collected through payroll as a pre-tax deduction. Premiums are collected in advance for the following month.

Employees must notify the Town in writing within thirty (30) days of any qualifying event or family status change that impacts health insurance coverage and/or premium rates. In the event an employee fails to notify the Town and the failure results in an unrecoverable premium overpayment, the employee will be responsible for reimbursing the Town the full amount of the overpayment.

Alternate Health Insurance/Opt-Out – Eligible employees that do not participate in the Town’s health insurance benefits program may receive an annual opt-out allowance. In order to receive the allowance, employees must prove they have current health insurance coverage. The annual opt-out allowance for single coverage is seven hundred fifty dollars ($750). The annual opt-out allowance for two-person or family coverage is one thousand five hundred dollars ($1,500). New employees are eligible for the allowance beginning with the first full month after the initial date of hire. Current full-time employees are eligible the first full month after the qualifying event. The allowance will be paid through payroll on a bi-weekly basis and is subject to all applicable employment taxes. The annual allowance will be prorated in full month increments for every month the employee is not covered under a Town plan. Employees receiving health insurance benefits under the plan of another Town employee or retiree are not eligible for the opt-out allowance.

Active Part-time Employees

Eligibility – Upon application, all regular part-time employees (see Employee Definitions and Categories), continuously employed by the Town for a period of one year, may participate in the Town’s health insurance benefits program. Employees may also elect to cover spouses and/or eligible dependents. Eligible employees under the age of 65, will be offered membership in a High Deductible Health Plan (HDHP). Eligible employees age 65 or older, will be offered membership in a Preferred Provider Organization (PPO) plan. The Town retains the right to change plans and/or health insurance providers at its discretion.

Employee’s initial coverage may begin the first of the month following the employee’s first anniversary. If the employee has been employed for greater than one year, coverage may begin January 1st of any plan year or on the date of a qualifying event. Upon termination of employment, coverage will cease on the last day of the month. Any premium payments received from the employee for coverage beyond the termination date will be returned to the employee.
**Premium Share Responsibility** – Eligible part-time employees will contribute one hundred percent (100%) of the elected plan’s monthly premium. Employee premium contributions will be collected through payroll as a pre-tax deduction. Premiums are collected in advance for the following month.

**Health Savings Account (HSA)**
Health Savings Accounts are used in conjunction with HDHPs to pay for qualified out-of-pocket medical expenses. The Town will establish and contribute to an HSA for full-time employees and retirees enrolled in the Town’s HDHP. The amount contributed by the Town will be determined annually. Through payroll, employees may elect to fund additional pre-tax contributions to an HSA up to the IRS maximum contribution level.

The Town’s annual contribution to an HSA will be prorated for new eligible employees or for current eligible employees that enroll in the HDHP after January 1st of any plan year.

**Open Enrollment**
For coverage beginning January 1st of each plan year, employees and retirees may elect to make changes to their current health insurance coverage. This is the only time of year that plan changes can be made without a qualifying event. The Town will conduct informational meetings and provide the necessary forms to facilitate these changes.

**Retiree Insurance**

**Eligibility** – Full-time employees hired before January 1, 2012 must have a minimum of ten (10) years of continuous full-time service with the Town to be eligible for retiree health insurance. Full-time employees hired on or after January 1, 2012 must have a minimum of twenty (20) years of continuous full-time service with the Town to be eligible for retiree health insurance. The minimum years of service must immediately precede the date of retirement. The employee must be at least fifty-five (55) years old and also apply and receive pension benefits through the New York State Employees Retirement System (NYSERS) and/or receive Social Security benefits. Employees that elect not to participate in the Town’s health insurance program at the time of retirement will not be eligible to participate in the program after retirement.

**Premium Share Responsibility** – Employees hired before January 1, 2012 with ten (10) years of continuous service are responsible to pay fifty percent (50%) of the elected plan’s monthly premium. Employees hired before January 1, 2012 with twenty (20) or more years of continuous full-time service are responsible to pay twenty-five percent (25%) of the elected plan’s monthly premium. Premium contribution will be prorated accordingly for employees with greater than ten (10) years and less than twenty (20) years of continuous service. Employees hired on or after January 1, 2012 with twenty (20) or more years of continuous service are responsible to pay fifty percent (50%) of the elected plan’s monthly contribution. Retirees or surviving spouses must notify the Town in writing within thirty (30) days of any qualifying event or family status change that impacts health insurance coverage and/or premium rates. In the event that notification is not made to the Town and the failure results in an unrecoverable premium overpayment, the retiree or surviving spouse will be responsible for reimbursing the Town the full amount of the overpayment.

**Surviving Spouse** – If a retiree should predecease a spouse, the spouse may remain on the Town’s health insurance plan. Premium contribution rates as determined above will remain unchanged. If the surviving spouse remarries, the Town coverage will cease. It is the responsibility of the surviving spouse to alert the Town of any change in marital status.

**Medicare** – Upon reaching Medicare eligibility, retirees will be required to participate in one of the Town’s Medicare Advantage plans. Retirees must elect both Medicare Part A and Part B through the Social Security Administration in order to enroll. Premium contribution rates as determined above will remain unchanged. Retirees should contact the Human Resources Department sixty (60) days before reaching Medicare eligibility to allow sufficient time for the enrollment process.

**Premium Share Billing** – The Town will send retirees quarterly billing statements for premium contributions. Premiums must be paid in full by the date indicated on the statement to ensure continued, uninterrupted coverage. Missed or delayed payments may result in suspension or cancellation of coverage. Retirees are responsible to update home addresses with Human Resources to avoid misdirected mailings.

**Compliance**
The Town of Penfield complies with all applicable State and Federal laws, rules and regulations governing the application of employee health insurance benefits and health savings accounts. As such, periodically, the Town may be required to amend policy and procedure to maintain compliance.