



City of Tacoma

Benefits

2009 Quick Reference Guide

Details of all benefits mentioned in this Quick Reference Guide are explained in detail in the City of Tacoma Guide to Employee Benefits Booklet.

NOTE: The provisions in this publication are provided for information only and do not constitute specific promises or an implied contract. Benefits are typically applicable only to permanent, project or appointive employees.

Benefits will be fully detailed on the first day of employment, and at New Employee Orientation.

Human Resources Benefits Staff Contacts:

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City of Tacoma Benefits Manager

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MEDICAL COVERAGE

The City provides medical coverage for eligible employees, spouses/domestic partners and dependents, including dependent children up to age 25. Eligible employees are responsible for sharing in a portion of the cost for medical coverage.

Payroll deductions for spouses and other qualified dependents are taken on a pre-tax basis. Employee deductions for domestic partners are taken on a post-tax basis. If an employee's deduction represents coverage for both the employee and a domestic partner, the portion attributed to the employee will be deducted pre-tax; the portion attributed to the domestic partner will be contributed post-tax.

New employees are eligible for medical coverage on the 1st day of the month following the date of employment.

THREE MEDICAL PLAN OPTIONS (2009):

The below is a brief summary of our available plans. Please contact a Human Resources Benefits staff member to get complete plan information in order to make the best choice for you and your eligible dependents.

Regence BlueShield Health (www.wa.regence.com)

PREFERRED PLAN (PPO)

\$20.00 office co-pay per visit. \$100/300 Individual/Family calendar year deductible, waived for office visits and preventive care. \$1,000/\$3,000 Individual/Family Stoploss amount per calendar year; unlimited for preventive care. (Co-pays do not apply toward the stoploss) Inpatient hospital services are covered at 90%.

Cost for coverage is \$40 per month for employee-only coverage. Employees pay an additional \$40 per month to cover any combination of enrolled eligible dependents. Employees who choose Preferred (PPO) with family coverage would pay a total of \$80 per month.

Regence BlueShield Health (www.wa.regence.com)

SELECTIONS PLAN

Must be referred by Primary Care Physician. \$15.00 office co-pay per visit. No Individual/Family deductible if using in-network, coordinated providers. \$2,500/\$5,000 Individual/Family Stoploss amount per calendar year; unlimited for preventive care. (Co-pays do not apply toward the stoploss) Inpatient hospital services are covered at 100%.

Cost for coverage is \$134 per month for employee-only coverage. Employees pay an additional \$40 per month to cover any combination of enrolled eligible dependents. Employees who choose Selections with family coverage would pay a total of \$174 per month.

Prescription benefit/costs for both Regence plans:

- 20 percent co-pay to a maximum of \$5 for generic drugs. Generic drugs are those marketed under a chemical name.
- 20 percent co-pay to a maximum of \$25 for a name-brand formulary drugs. Name-brand formulary drugs are "preferred" brand-name drugs, generally those for which there are no generic equivalents.
- 20 percent co-pay to a maximum of \$50 for name-brand non-formulary drugs. Name-brand non-formulary drugs have a generic equivalent.
- Up to 3 month supply with 3 co-pays.
- Quantities over 34-days filled by mail order will be charged per the co-pay schedule provided above.

City employees covered by Regence Preferred or Selections plans have access to a nurse by telephone 24 hours a day, seven days a week. The CareEnhance phone line is (800) 267-6729.

Group Health OPTIONS (www.ghc.org)

\$5.00 office co-pay per visit.

Cost for coverage is \$40 per month for employee-only coverage. Employees pay an additional \$40 per month to cover any combination of enrolled eligible dependents. Employees who choose Group Health with family coverage would pay a total of \$80 per month.

Prescription coverage requires a \$5.00 co-pay per prescription. (Co-pay amount may be subject to change)

Flexible Benefits Plan – Employer Contribution – Employee Redirect Option:

The City Council adopted a revised Section 125 Flexible Benefits Plan to provide in part that employee contributions toward medical coverage are taken on a pre-tax basis.

Eligible employees will have the City's \$30 monthly contribution go toward paying a portion of the employee cost of medical coverage unless the employee elects otherwise of their annual Flexible Benefits Plan election form. This option allows employees to redirect what may be unused City contributions toward paying for a portion of their cost for medical coverage.

Even if you do not redirect the City's contribution, employee deductions for medical coverage are taken on a pre-tax basis.

Additional information is included in the Flexible Spending section of this summary.

VISION CARE PLAN

VSP (www.vsp.com)

The City has contracted with VSP to provide employees and enrolled eligible dependents with vision benefits. For complete coverage information, exclusions and limitations, contact VSP www.vsp.com (sign in as a 'visitor') or call 1-800-877-7195.

DENTAL COVERAGE

The City provides dental coverage for eligible employees and their elected dependents, including dependent children age 18 or younger (or up to age 2).⁵New employees are eligible for dental coverage on the 1st day of the month following the date of employment.

The City pays the entire cost of the premium for this coverage.

PLAN OPTIONS (2009):

Washington Dental Service (www.deltadentalwa.com)

70/80/90/100 Incentive Plan. Annual Maximum Benefit is \$2,000. Annual Individual/Family Deductible is \$50/\$150. You may choose any licensed dentist that accepts Washington Dental Service.

Willamette Dental Group (Columbia Dental)

No Annual Maximum Benefit, no annual deductible and most routine services provided at participating provider offices with a \$5.00 visit charge.

United Employee Benefit Trust

Teamsters only

Family Status Changes:

Please remember to contact a Human Resources Benefits staff member to update benefit plans within 30 days of marriage, divorce, new birth, adoptions, etc.

DEFERRED COMPENSATION

The City of Tacoma Deferred Compensation Plan is designed exclusively for employees of the City of Tacoma, the Tacoma Public Library, Law Enforcement Support Agency, and the Tacoma-Pierce County Employment Consortium. The Plan allows tax-deferred savings as authorized under Section 457 of the IRS Code.

As a public sector employee, you have the opportunity to build your retirement savings –and reduce today’s taxes. You can help your retirement dreams come true through an Internal Revenue Code Section 457 deferred compensation plan.

Income may be set aside on a pretax basis and invested for supplementation of your normal retirement income. The City offers a variety of choices of investments through three vendors—Nationwide, ING, and the International City Managers Retirement Corporation (ICMA). For more information, please contact Diane Peterson at 591-5440. A 45-minute video on deferred compensation is available for checkout.

SICK LEAVE

Permanent employees not enrolled in the Personal Time Off plan earn sick leave at the rate of 3.69 hours for each bi-weekly pay period in which they have time in a paid status (12 days per year). There is no maximum accrual.

New employees may take sick leave after it has been earned and accrued. There is no waiting period. Sick leave can be taken in 10th of an hour increments.

Sick leave is primarily to be used for employee illness or injury, doctor or dental appointments, or the serious illness or injury of family members as defined by Washington State Law.

In the event of retirement or death, 25% of your sick leave balance will be paid. When separated in good standing, 10% of a 120-day maximum will be paid, provided the employee has a minimum of 80 hours accrued.

For unrepresented and certain union represented employees who are retiring, sick leave severance pay is deposited in a VEBA account for post retirement medical and dental expenses.

VACATION

Permanent employees not enrolled in the Personal Time Off plan earn vacation each bi-weekly pay period in which they have time in a paid status. The amount of vacation an employee earns is based on years of service, according to the following schedule:

Completed Years of Aggregate Service	No. of 8-Hour Days per Year	Hours Earned per Pay Period
Completion of years 0, 1, 2, 3	12	3.69
Completion of years 4, 5, 6, 7	15	4.60
Completion of years 8, 9, 10, 11, 12, 13	17	5.22
Completion of years 14, 15, 16, 17, 18	20	6.14
Completion of 19 years	21	6.45
Completion of 20 years	22	6.76
Completion of 21 years	23	7.07
Completion of 22 years	24	7.38
Completion of 23 years	25	7.69
Completion of 24 years	26	8.00
Completion of 25 years	27	8.31
Completion of 26 years	28	8.62
Completion of 27 years	29	8.93
Completion of 28 years or more	30	9.24

Vacation accruals based on tenure shall be credited at the first of the calendar year in which any of the above periods of aggregate City service will be completed. Eligibility for tenure-based vacation accruals shall be determined by the length of aggregate service with the City. The applicable accrual rate shall be determined as of January 1 of each calendar year and shall be based on the rate applicable to the number of years of aggregate service the employee will complete within that calendar year. For example, on January 1, an employee who will complete four years of aggregate service with the City within that calendar year will begin to accrue vacation leave at a rate of 4.60 hours per pay period.

Accruals based on years of service are effective at the beginning of the year in which required years of service will be completed. In the event of retirement, separation or death, 100% of vacation accruals will be paid. Employees are authorized to use vacation leave after it is earned and accrued. Vacation is taken in full hourly increments.

Your current vacation balance is printed on your paycheck stub. Vacation accrual balances shall not exceed an amount equal to two years accrual.

PERSONAL TIME OFF PLAN (PTO)

- Some union represented employees
- Employees moving to an unrepresented class or certain union represented classes.
- Employees hired in an unrepresented class after June, 1998.

Completed Years of Aggregate Service	No. of 8-Hour Days per Year	Hours per Pay Period
Completion of years 0, 1, 2, 3	18	5.54
Completion of years 4, 5, 6, 7	21	6.46
Completion of years 8, 9, 10, 11, 12, 13	23	7.08
Completion of years 14, 15, 16, 17, 18	26	8.00
Completion of 19 years	27	8.31
Completion of 20 years	28	8.62
Completion of 21 years	29	8.92
Completion of 22 years	30	9.23
Completion of 23 years	31	9.54
Completion of 24 years	32	9.85
Completion of 25 years	33	10.15
Completion of 26 years	34	10.46
Completion of 27 years	35	10.77
Completion of 28 years or more	36	11.08

Personal Time Off (PTO) accruals based on tenure shall be credited at the first of the calendar year in which any of the above periods of aggregate City service will be completed. Eligibility for tenure-based PTO accruals shall be determined by the length of aggregate service with the City. The applicable accrual rate shall be determined as of January 1 of each calendar year and shall be based on the rate applicable to the number of years of aggregate service the employee will complete within that calendar year. For example, on January 1, an employee who will complete four years of aggregate service with the City within that calendar year will begin to accrue PTO at a rate of 6.46 hours per pay period.

Accruals based on years of service are effective at the beginning of the year in which required years of service will be completed. In the event of retirement, separation or death, 100% of PTO accruals will be paid. Employees are authorized to use leave after it is earned and accrued. PTO is taken in full hourly increments.

Your current PTO balance is printed on your paycheck stub. Employees may accrue a maximum of 960 hours of PTO.

Planned time off

- Request in writing to manager
- Manager approves/disapproves time off

- If disapproval causes the employee's accrual to exceed 960 hours the employee has 90 days to be granted the time off without losing the accrual

Unplanned time off

- No prior approval necessary
- For broad personal or family emergencies or illness
- Must notify manager before beginning of shift
- If use interferes with job performance, the City may take corrective action

FAMILY AND MEDICAL LEAVE (FMLA) AND PREGNANCY RELATED DISABILITY

In accordance with federal and state Family and Medical Leave Acts, the City of Tacoma provides eligible employees up to twelve work weeks of Family and Medical Leave (FMLA) during a 12-month period:

- 1) To care for the employee's child after birth, adoption, or foster care placement. (The 12-week period may be in addition to any period of temporary disability due to pregnancy or childbirth as certified by the health care provider.)
- 2) To care for the employee's son or daughter under the age of eighteen, spouse or parent who has a serious health condition.
- 3) For a serious health condition that results in the employee's inability to perform the essential functions of the employee's job.

Currently, employees are eligible if they have worked for the City of Tacoma for at least one year and for at least 1,250 hours in the previous 12 months. (REFER TO PERSONNEL MANAGEMENT POLICY #120)

Please contact Angie Hardy at 591-5231 for more information on FMLA.

AMERICANS WITH DISABILITIES ACT (ADA)

The 1990 Americans with Disabilities Act (ADA) prohibits discrimination in employment on the basis of disability and prohibits the exclusion of disabled individuals from participation in, or the benefits of, services, programs or activities of public entities including cities and towns. Call Sandy Davis in the Human Resources Department – Risk Management Division at 591-5452 for more information.

LONGEVITY PAY

All permanent and appointive nonpublic safety, nonexecutive and Rail employees are entitled to longevity pay. (Longevity pay for un-represented employees is subject to annual City Council approval) Longevity pay is based on years of aggregate service with the City and is computed as a percentage of your base pay according to the following schedule:

Completed Years of Aggregate Service	Percentage
Completion of years 0, 1, 2, 3, 4	0%
Completion of years 5, 6, 7, 8, 9	1%
Completion of years 10, 11, 12, 13, 14	2%
Completion of years 15, 16, 17, 18, 19	3%
Completion of 20 years or more	4%

BASIC GROUP LIFE INSURANCE & Accidental Death & Dismemberment (AD & D)

Basic Group Life Insurance is provided through Standard Insurance. The rate is \$.26 cents per thousand dollars of coverage. Monthly premiums are paid 100% by the City of Tacoma. The death benefit for Basic Life Insurance is one times the employee's annual salary (if the employee elects the coverage) rounder up to the

nearest thousandth. Effective January 1, 2009, the City will add Accidental Death & Dismemberment (AD&D) benefits to the plan and continue to pay 100% of the premium.

VOLUNTARY DEPENDENT LIFE INSURANCE

You may apply for family coverage for an additional cost of \$2 per month; this will cover your spouse for \$5,000 and dependent children for \$2,000 in the event of death.

VOLUNTARY SUPPLEMENTAL LIFE INSURANCE

If you choose to obtain basic group life insurance, you may apply for additional life insurance in \$10,000 multiples up to a maximum of \$300,000. Premiums are based on age. AD&D benefits will be added to the plan.

BASIC LONG TERM DISABILITY INSURANCE

The City pays 100% of the premium to provide non-public safety employees with 60% income replacement with a maximum benefit of \$900 per month, benefits are paid after 180 days of disability. (if the employee elects the coverage)

ADDITIONAL LONG TERM DISABILITY INSURANCE

This voluntary self paid insurance plan provides 60% of income replacement of the insured earnings up to \$5,000 of your monthly earnings. The cost is based on a percent of your monthly earnings:

<i>Elimination Period</i>	<i>% of Monthly Earnings</i>
90 day	.37%
180 day	.25%

VOLUNTARY SHORT TERM DISABILITY INSURANCE (Paycheck)

This voluntary self paid insurance provides \$212 per week for illness or injury not job-related. The premium is \$7.68 per month. The payments will begin on the first day of disability for an injury, with a 26-week limitation; and the eighth day of disability for an illness or pregnancy, with a 13-week limitation. (In cases involving pregnancy-this is six weeks after delivery).

Please contact a Human Resources Benefits staff member for more information.

HOLIDAYS OBSERVED

12 DAYS PER YEAR (Total 96 hours)

New Year's Day (January 1st)

Martin Luther King Jr. Day (3rd Monday in January)

Presidents' Day (3rd Monday in February)

Memorial Day (last Monday in May)

Fourth of July

Labor Day (1st Monday in September)

Veterans Day (November 11th)

Thanksgiving Day (4th Thursday in November)

The day following Thanksgiving Day (4th Friday in November)

Christmas Day (December 25th)

Two "Floating Holidays" (must be scheduled at a mutually agreeable time – to be eligible, an employee must have been or be scheduled to be continuously employed for four months during the calendar year of entitlement.)

Employees in some departments, depending on shift schedules, have all floating holidays.

Employees may have other holiday schedules as may be provided in a collective bargaining agreement.

To qualify for a paid holiday, an employee must be in a paid status both the workday before and the workday after a holiday. When a holiday falls on Saturday, the Friday before is observed. When a holiday falls on Sunday, the following Monday is observed.

WORKERS' COMPENSATION

The City of Tacoma is subject to Washington industrial insurance laws and has been approved by the state to cover its own workers' compensation benefits. Self-insured employers must provide all benefits required by the laws. The Department of Labor and Industries regulates the City of Tacoma's compliance with these laws. If an employee becomes injured on the job or develops an occupational disease, he/she may be entitled to industrial insurance benefits.

The City pays employees a maximum of 85% of actual wages, including Industrial Insurance benefits, for a maximum of 120 working days or 960 hours.

City employees are insured for on-the-job injury and illness. To provide the best service and ensure the injured employee receives benefits on a timely basis; our Workers Compensation team is located in Room 1420 of the Municipal Building. Marti Spike may be reached at 591-5442. Angie Hardy may be reached at 591-5231.

IRC Section 125 Flexible Benefits Plan (FSA)

Flexible spending accounts allow employees to pay for eligible health-related medical and/or dependent care (day care) expenses tax-free. You can use the Health FSA component for out-of-pocket medical, dental or vision expenses that are not covered by insurance, such as deductibles and co-pays.

The City's flexible spending account administrator is:

Trusted Plans Service Corporation

6901 6th Ave.

Tacoma, WA 98406

Phone 1-253-564-5850, ext. 210

Fax 1-253-564-5881

The City of Tacoma contributes \$30 per month up to \$360 annually for each eligible employee covered by the Health Plan. This contribution is automatically allocated to "Premium", unless the employee affirmatively elects otherwise. This contribution may be subject to change.

Flexible Benefits Plan – Employer Contribution – Employee Redirect Option:

The City Council adopted a revised Section 125 Flexible Benefits Plan to provide in part that employee contributions toward medical coverage will be taken on a pre-tax basis.

Eligible employees will have the City \$30 monthly contribution go toward paying a portion of the employee cost of medical coverage unless the employee elects otherwise. This can allow employees to redirect what may be unused contributions toward paying for a portion of their cost for medical coverage.

Even if you do not redirect the City's contribution, employee deductions for medical coverage are taken on a pre-tax basis.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." After a qualifying event occurs and any required notice of that event is properly provided to the City of Tacoma Human Resource Department, COBRA coverage must be offered to each person losing Plan coverage who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries and would be entitled to elect COBRA if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA must pay for COBRA coverage.

If you are an employee, you will be entitled to elect COBRA if you lose your group health coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced; or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will be entitled to elect COBRA if you lose your group health coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse. (Also, if your spouse (the employee) reduces or eliminates your group health coverage in anticipation of a divorce or legal separation, and a divorce or legal separation later occurs, then the divorce or legal separation may be considered a qualifying event for you even though your coverage was reduced or eliminated before the divorce or separation.

A person enrolled as the employee's dependent child will be entitled to elect COBRA if he or she loses group health coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (under Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the Plan Administrator must notify the COBRA Administrator within thirty days of the qualifying event. The Plan will offer COBRA coverage to qualified beneficiaries only after the Plan Administrator has notified the COBRA Administrator that a qualifying event has occurred.

Within fourteen days of receipt of a notice of qualifying event, the COBRA Administrator will offer COBRA coverage to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA. Covered employees and spouses (if the spouse is a qualified beneficiary) may elect COBRA on behalf of all of the qualified beneficiaries, and parents may elect COBRA on behalf of their children. **Any qualified beneficiary for whom COBRA is not elected within the 60-day election period specified in the Plan's COBRA Election Notice WILL LOSE HIS OR HER RIGHT TO ELECT COBRA COVERAGE.**

COBRA coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the covered employee's divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA coverage under the Plan's Medical, Dental, Vision and EAP components can last for up to a total of 36 months.

The City's administrator for COBRA is:

Trusteed Plans Service Corp.

6901 6th Ave.

Tacoma, WA 98406

Phone: 253-564-5850, ext. 210

FAX: 253-564-5881

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

EEO Officer, Jerry Lee — 591-5420

Cultural Diversity Awareness

The City provides a class designed to build cultural awareness through a series of interactive experiences. Participants will have the opportunity to identify cultural issues as they occur, examine individual and group reactions to those issues and explore ways to better manage them in the workplace.

Anti Discrimination Harassment/Sexual Harassment

The City has a “Zero Tolerance” policy against illegal discrimination, harassment and/or retaliation. The policy extends to employees, all City representatives, vendors and customers. The City provides anti discrimination training to its employees.

Refer to Personnel Management Policy (PMP) #130 regarding questions and the complaint process.

CIVIL SERVICE — Classified Personnel Issues

Civil Service Coordinator, Marsha Lovstrom - 591-5432.

The Civil Service Board for the City of Tacoma meets the first and third Thursday of each month. The meetings are held in the City Council Chambers on the first floor of the Tacoma Municipal Building, 747 Market Street beginning at 5:00 p.m.

TRAINING AND EDUCATION

The Training Division provides employee training in the areas of computer skills, communication, supervision/management, total quality and general safety training. The Training Division also sponsors the City’s Toastmasters Program and coordinates the employee tuition reimbursement program. The City’s Training Manager, may be reached at 591-5438.

CITY RETIREMENT SYSTEM

Employees contribute 7.36 % of their compensation to the Tacoma Employees’ Retirement System. The City contributes 8.64 % of covered payroll. Information on retirement benefits can be obtained from the Retirement Office at 502-8590. In addition, the Retirement Booklet and Retirement Board packet, including meeting minutes and agendas and Commonly Asked Retirement Questions, are available on the internet at: www.cityoftacoma.org/agendas/Retirement/default.htm and the intranet at cityweb/retirement.

Tacoma Rail employees are covered by Railroad Retirement and can contact Lori Daniels for information at 396-3037.

PUBLIC EMPLOYEE’S RETIREMENT SYSTEM (LEOFF II)

Administered by the Washington State Department of Retirement Systems:

<http://www.drs.wa.gov/member/Plans/LEOFF/default.htm>

Full-time “law enforcement officers” and “fire fighters” first hired on or after October 1, 1977, are covered by LEOFF Plan 2 and are required to become members of the Plan.

LEOFF II, Police and Fire employees hired after October 1, 1977 pays 8.83% and the City contributes 6.75% of the employee’s salary, the current percentages set by State Law.

Police and Fire employees hired before October 1, 1977 (LEOFF-1) can contact Liz Massie at 591-5177 for more information.

UNEMPLOYMENT COMPENSATION

The City is self-insured for unemployment compensation should employees be laid off or leave City service for good cause. Eligibility is defined by State Law.

SOCIAL SECURITY/MEDICARE

City employees other than commissioned Police, Fire and Belt Line employees are covered by Social Security/Medicare. Contact the Federal Social Security Administration at <http://www.ssa.gov/retirement/>

REST BREAKS

Depending on work schedules, employees are normally allowed two paid 15-minute rest breaks per shift.

EMPLOYEE WELLNESS

The City of Tacoma's Health & Wellness Program offers a variety of resources for all employees, retirees, and their dependents. Through a partnership with the world renowned Mayo Clinic, the City provides a customize web portal at www.cityoftacomawellness.org. The portal brings employees interactive tools and support to encourage them to take charge of their health. In addition, a confidential Health Risk Assessment is available annually to help employees pinpoint strengths and improve upon problem areas.

The City of Tacoma also offers each new employee a Guide to Self-Care book, which provides a variety of preventive and investigative measures for employees to utilize. Along with the Guide to Self-Care book, employees also receive a quarterly customized newsletter from the Mayo Clinic and City of Tacoma.

In addition to the multi media resources that the City of Tacoma provides, employees are also encouraged to take part in numerous presentations and events that are hosted throughout the year.

Since the launch of the program the City of Tacoma has been recognized by receiving the Start! Fit Friendly Award from the American Heart Association for 2008 and 2009. The City of Tacoma has also been recognized by the Association of Washington Cities with the 2009 Well City Award.

If you have any questions or comments please contact Sandra Frasier-Spellmeyer via email at sfrasier@cityoftacoma.org or by phone 591-5419.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A confidential referral service is available for employees seeking assistance when personal problems may detrimentally affect job performance. Contact your supervisor or contact First Choice Health (toll free inside Washington) at 1-800-777-4114. Visit the First Health on the internet at www.1stchoiceeap.com

MILITARY LEAVE

An employee may be granted paid leave for 21 workdays (regardless of length of scheduled shift) during each year beginning Oct. 1 and ending the following Sept. 30 as provided by State Law for the purpose of taking part in military active training duty.

DIRECT DEPOSIT

Paycheck direct deposit is mandatory for all new hires and encouraged for all current employees.

JURY DUTY

An employee serving on jury duty may be granted a paid leave of absence. Any jury pay received is deducted from the employee's normal paycheck. If jury pay exceeds the normal pay for the time missed, the employee is only paid for the time worked on that day.

COMMUTE TRIP REDUCTION PROGRAM

The City provides employees monthly bus passes and pays for the cost of certain vanpools for transportation to and from work. Please contact your Commute Trip Reduction Coordinator for more information.

Environmental Services	Merlita Whitney	404-6902	PW-Science & Engineering
Municipal Building / Municipal Building North	Sarah Andrews	573-2506	COMM REL TMBN11
Solid Waste / Fire Garage / Signal Shop	Edna Finch	573-2400	PW-Solid Waste
General Government Other	Maria Lee	573-2506	COMM REL TMBN11
Tacoma Public Utilities	Randy Stearnes	502-8224	TPU 2nd Floor/CMS
