A meeting of the **Personnel Board** was held on June 9, 2005 at 11:30 AM at City Hall in the Lower Level Conference Room, 500 West Big Beaver Road. Member Vanderbrink called the meeting to order at 11:34 a.m.

MEMBERS PRESENT: Member Baughman
Member Tschirhart
Member Vanderbrink

MEMBERS ABSENT: Chairman Patrick
Member Nelson

ALSO PRESENT: John Szerlag, City Manager
John Lamerato, Assistant City Manager/Finance & Administration
Brian Murphy, Assistant City Manager/Services
Peggy Clifton, Human Resources Director
Jeanette Menig, Human Resources Specialist
Laura Fitzpatrick, Assistant to the City Manager

1. Roll Call

2. Approval of Minutes

Resolution # PB-2005-06-001
Moved by Tschirhart
Seconded by Baughman

RESOLVED, That the minutes of June 8, 2004 be approved.

Yes: All - 3
No: None
Absent: 2 – Patrick, Nelson

3. **Old Business:** None

4. New Business:

Vote on Recommendations for Classification Plan and Pay Plan

Resolution # PB-2005-06-002
Moved by Vanderbrink
Seconded by Baughman

RESOLVED, That the Classification Plan and Pay Plan Recommendations are approved as presented, a copy of which shall be attached to the original copy of these minutes.

Yes: All - 3
No: None
Absent: 2 – Patrick, Nelson

Vote on Recommendations for Benefit Package and Personnel Rules

Resolution # PB-2005-06-003
Moved by Vanderbrink
Seconded by Baughman

RESOLVED, That the Benefit Package Recommendations (Health Insurance, Tuition Reimbursement, and Defined Contribution Pension) are approved as presented, a copy of which shall be attached to the original copy of these minutes; and

RESOLVED, That revisions to Personnel Rules to reflect appropriate changes in the benefit package are approved as amended, a copy of which shall be attached to the original copy of these minutes; and

BE IT FINALLY RESOLVED, That the Personnel Board supports City Management's efforts to effectively manage health care costs.

Yes: All - 3
No: None
Absent: 2 – Patrick, Nelson

6. Motion to Excuse Absent Members

Resolution # PB-2005-06-004
Moved by Vanderbrink
Seconded by Tschirhart

RESOLVED that Chairman Patrick and Member Nelson are excused.

Yes: All - 3
No: None
Absent: 2 – Patrick, Nelson

7. PUBLIC COMMENT: None

The meeting adjourned at 12:16 P.M.

_____
James Vanderbrink, Member

_____
John M. Lamerato, Assistant City Manager/Finance & Administration

PAY PLAN

CLASSIFIED AND EXEMPT EMPLOYEES

JULY 2, 2005 *

Grade	Minimum	Mid-Point	Maximum
1	$23,590	$29,488	$35,385
2	$27,631	$34,540	$41,448
3	$32,285	$40,357	$48,429
4	$37,920	$47,399	$56,878
5	$44,532	$55,666	$66,799
6	$52,984	$66,230	$79,475
7	$62,781	$78,477	$94,173
8	$77,621	$97,027	$116,433
9	$79,698	$99,623	$119,547
10	$82,148	$102,685	$123,221
11	$85,074	$106,344	$127,613
12	$88,536	$110,670	$132,804
15	$103,514	$129,393	$155,272

**Pay Plan represents a 2% increase over 2004 Pay Plan*

Personnel Board Approved: 6/09/05
City Council Approved:

G:C&E/C & E PAY PLAN 2005

CLASSIFICATION PLAN
CLASSIFIED EMPLOYEES
~~July 1, 2004~~ July 1, 2005

Pay Grade 1

Pay Grade 2

Inventory Control Assistant
Museum Archivist

Pay Grade 3

Administrative Aide
Assistant Naturalist
Education Coordinator
Engineering Technician
Legal Secretary
Library Aide
Manager's Office Secretary
Secretary II

Pay Grade 4

Building Maintenance Specialist
Engineering Assistant
GIS Data Analyst
Inspector
Insurance & Safety Coordinator
Landscape Analyst
Legal Assistant
Librarian I
Office Coordinator
PC Specialist/Help Desk Technician
Planning Technician
Survey Supervisor

Pay Grade 5

Accountant
Administrative Assistant to the City Manager
Appraiser
Building Inspector
Civilian Communications Supervisor
Community Affairs Officer
Cross Connection Inspector
Environmental Specialist
Field Supervisor
Project Manager (Engrg.)
Right-of-Way Representative

Pay Grade 6

Inspector Supervisor

Pay Grade 7

Plan Analyst

Personnel Board Approved: 6/09/05
Council Approved:

N = ~~33~~ 35

G: C&E/ClassifiedClassPlan~~2004~~ 2005

XXVI. HOSPITALIZATION AND MEDICAL INSURANCE

The City shall provide hospitalization and medical insurance for the employee and dependents equal to the following:

1) Blue Cross/Blue Shield, MVF I, Master Medical Option III, with the following riders: $5.00 deductible prescription (PD-CR) (for employees hired on or after 1/01/04, $5/$10 prescription drug rider for generic/brand name drugs**; $10/$20 for employees hired on or after 7/1/05)**), D45NM, FC, SD, G65, Optical, ML, FAE-RC, V-ST, Reciprocity, PCES-1, PCES-2, SAT-2, COB, GLE, RM. Employees hired on or after 1/01/04 will receive the Blue Cross Blue Shield PPO insurance under Group Suffix 65337-001 with Master Medical Option 1. (~~12/03~~**7/05**)

2) Dental Insurance, including Class I and Class II benefits, with a 10% employee co-payment of claims and a maximum benefit of $1,000 per person per year (benefit year depends on date of hire) and Orthodontic coverage, with 50% employee co-payment up to a maximum of $2,000 lifetime benefit (for dependents 19 years and under). (8/02)

3) Effective July 1, 2001, the City's unilateral responsibility of paying premiums for medical insurance shall be frozen at $700.00 per month. Any increase in the cost of medical insurance in excess of $700.00 per month will be paid by deducting 50% of the premium increase from the employee's paycheck, but not more than $85 per month. Should an employee choose to elect like coverage (i.e. family coverage to family coverage) through a less expensive carrier, the City will pay to the employee 50% of the money saved by such conversion. Should an employee elect not to be provided with medical insurance through the City of Troy, the City will pay to the employee $250 per month. (12/03)

The City pays 50% of the cost of family continuation coverage for eligible children between the ages of 19 and 25 years. The remaining cost is deducted from the employee's paycheck on a monthly basis.

XXVIII. TUITION REIMBURSEMENT

The City will reimburse an employee for up to 100% of the cost of tuition for work-related college courses or degrees subject to the following conditions:

1) Tuition will be reimbursed, not including books, supplies, or other fees or expenses, and cannot duplicate any other financial aid such as scholarships, grants, GI Bill, etc., to which the employee may be entitled or apply for.

2) Courses ~~must be either related to the employee's present position or be a required course in a degree program which is related to the employee's present position.~~ **included in this program must be required for an Associates degree, Bachelors degree, or a certificate program that is organizationally related. (7/05)**

3) Payment must be approved by the Department Director and the Human Resources Director before enrolling in the class.

4) The course must be taken at an accredited school or university, but need not be a credit course.

5) The employee must submit verification of having paid for the course and passed the course with a grade of "C" (2.0) or better.

6) No employee shall receive more than $4000 under this program in any fiscal year. Employees hired on or after 7/1/05 shall not receive more than $2000 in any fiscal year. (7/05)

~~6)~~**7)** Prior to receiving payment, the employee must sign an agreement to reimburse the City of the employee terminates his employment or is terminated by the City within one (1) year of the completion of the course.

XXX. RETIREMENT

Employees hired before 1/1/98 who chose to remain in the Defined Benefit plan continue to participate in the Defined Benefit (DB) Pension Program, as explained in Chapter 10 of the Troy City Code.

City of Troy employees hired on or after 1/1/98 participate in the Defined Contribution (DC) pension program which is administered by the ICMA Retirement Corporation.

1. Contributions: The contribution rates for this plan are (as a % of earnings):

   Employer: 12% (for employees hired before 1/1/04)

   11% (for employees hired on or after 1/1/04) (1/04)

   10% (for employees hired on or after 7/1/05) (7/05)

   Employees: 4%

2. Vesting: Employees are 50% vested at three years, 75% vested at four years and 100% vested at five years.

Upon normal retirement, early retirement, or disability retirement, employees may be eligible for medical and hospitalization insurance. For employees retiring after January 1, 2000, the City will pay for medical and hospitalization coverage at the rate of 4% per complete year of service, or the first $400.00 per month of the cost of coverage for retirees, whichever is greater. Employees who participate in the Defined Contribution Pension Plan must meet the age and service requirement specified in the retir