

Summary of Benefits for Non-Union Employees

The City of Portsmouth provides a comprehensive and competitive benefits package to all full-time employees. The following is only a summary of benefits provided by the City of Portsmouth for this classification of employees. For a more detailed explanation, please refer to your summary plan booklets. **Non-union employees follow the PMA contract for benefits only.**

Although it is the intention of the City of Portsmouth, New Hampshire to continually provide comprehensive benefits, please be aware that the benefits outlined in this summary may be modified, changed or discontinued through negotiations. Benefits Information can be found on our website at: <https://www.cityofportsmouth.com/hr>

Health Insurance

Eligible: 1st of the month after date of hire

The City of Portsmouth provides medical insurance through HealthTrust. The City will provide health insurance for all bargaining unit members for individual, two-person or family coverage. Each employee shall have the option to elect the Access Blue Health Insurance Plan. Employees are allowed to make changes to plans each July. Summary of Benefits and Coverages (SBC's) can be found at <https://www.cityofportsmouth.com/hr> under [Municipal Employee Benefits](#).

Employee's Cost per Month

	Single	Two-Person	Family
Access Blue 20 RX 10/20/45 (15%)	\$145.48	\$290.97	\$392.80
Access Blue 15/40 RX 10/20/45 (10%)	\$83.47	\$166.94	\$225.37

Prescription Drugs- CVS Caremark

Short Term:	\$10 copay for generic prescriptions \$20 copay for preferred prescriptions \$45 copay for non-preferred prescriptions
Long-Term:	Mail Order or a CVS Pharmacy, same copays for a 90-day supply

Dental Insurance

Eligible: 1st of the month after date of hire

The City of Portsmouth shall enroll all members in Delta Dental. The City shall pay 100% of the premium for single, two-person or family plan as may be required. Dependents will be added to dental coverage at 2 years of age. Coverage for dental procedures differs based on the procedures. Please refer to the schedule below for coverage under Delta Dental.

Coverage A- Diagnostic and Preventative- Payable at 100%, no deductible

Cleanings (routine and/or periodontal) four times a calendar year
 Bitewing x-rays once in a calendar year
 Full mouth panoramic x-rays once in a three year period
 X-rays of individual teeth as necessary
 Evaluations twice in a calendar year
 Oral Cancer Screening once a year no age limit
 Fluoride treatment twice in a calendar year up to age 18
 Sealant application to permanent molars, once per tooth in any period of three consecutive years, for children to age 18
 Space maintainers to age 15

Coverage B-Restorative - Payable at 80 %, no deductible

Fillings-includes Resin (white), on all teeth	Repair of removable dentures
Extractions	Periodontics including periodontal maintenance 4 times year
Root canal therapy	Treatment of Gum Disease

Coverage C-Prosthodontics - Payable at 50%, no deductible

Bridges	Partials
Dentures	Crowns
Rebase and relined dentures	Implants
Onlays	

\$1500 Maximum contract year Benefit, per person per plan year. Contract Year is July 1-June 30

Section 125

The City of Portsmouth allows you the option of taking your medical deductions on a pre-tax basis. This means we will take your medical deduction prior to taking federal, state (if applicable) and FICA taxes. Please note that deductions taken prior to FICA will reduce the amount paid into Social Security.

See example:

John Anderson contributes \$150 per month (\$1800 per year) towards the cost of his family's health insurance. If he elects to have that contribution deducted from his gross wages pre-tax, he would save the following Federal and FICA taxes:

Federal: $\$1800 \times 15\% = \270.00

FICA: $\$1800 \times 7.65\% = \underline{\$137.70}$

TOTAL SAVINGS = $\$407.70$

Flexible Spending Accounts

A Flexible Spending Account (FSA) will allow employees to set aside dollars over the course of the fiscal year on a pre-tax basis to pay for medical and/or dependent care expenses. Deductions will be taken before Federal, State (if applicable) and FICA taxes.

Additional information can be found at <https://www.cityofportsmouth.com/hr> under [Benefits](#).

Medical Reimbursement Accounts

Can be used to pay for:

- Medical insurance deductibles or coinsurance
- Uninsured dental expenses (including orthodontia)
- Vision care expenses including exams, glasses or contact lenses and solution, Lasik surgery
- Hearing aids and batteries
- Support or corrective devices (such as orthopedic shoes)
- And much more!

Employees may set aside up to **\$2,850** per year.

Dependent Care Reimbursement Account

Can be used to pay for:

- Day care expenses
- Preschool costs
- After school care
- Summer day camp for child(ren) up to age of 13
- Elder care

Employees may set aside up to **\$5,000** per family per year.

New Hampshire Retirement

All members must contribute 7% of their gross taxable earnings from their employer through automatic payroll deductions beginning their first day of employment. The City of Portsmouth contributes to NHRS on behalf of their employees based on a percentage of covered payroll; the rate is determined by NHRS.

NHRS is a defined benefit plan. Retirement pensions are based on a predetermined formula measure by salary credit and service credit.

- **Average final compensation (AFC)** - The average of a member's 5 highest-paid years of credible service.
- **Creditable service**- Service credit earned as a contributing member of NHRS and prior service.
- **Earnable compensation**- Gross taxable earnings paid by an employer to a member from which NHRS contributions must be withheld.

Employee must have 10 or more year of creditable service to be vested. Normal retirement age is 65.

Refunds- Members must terminated their employment in order to withdraw their contributions plus interest. They may elect a refund of the accumulated contributions or a direct rollover of all or any portion of their accumulated contributions which have not yet been taxed. The employer contribution remain in NHRS. Members forfeit any earned rights to NHRS when they withdraw their contributions.

Long-Term Disability

Effective: 1st of the month after 6 months

The City provides disability income insurance for eligible employees equal to 66-2/3 of basic monthly earnings not to exceed the maximum monthly benefit of \$5,000. Said insurance shall be effective after the 61st day of disability with benefits payable to age 65. Additional information can be found at <https://www.cityofportsmouth.com/hr> under [Municipal Employee Benefits](#).

Life Insurance

Effective: 1st of the month after 6 months

The City provides a group life insurance policy for eligible employees in the amount of one times your annual salary rounded up to the nearest one thousand dollars, in accordance with the condition set forth in the insurance policy. Additional information can be found at <https://www.cityofportsmouth.com/hr> under [Municipal Employee Benefits](#).

Sick Leave

Eligible: As accrued

Sick leave without loss of pay shall be computed at the rate of fifteen (15) days per year. Employees may accrue up to 150 sick days. Employees hired after July 1, 1996 shall accumulate sick leave as set forth above, but shall receive no payment of sick leave upon retirement, termination, or death. Any such employee who has accrued one hundred (100) or more sick days shall be paid three day's pay if they used no sick days in the calendar year, two day's pay if they used one sick day in the calendar year and one day's pay if they used no more than two days in a calendar year. Payment will be made in the first payroll in February following the calendar year.

Annual Leave

Eligible: As accrued

All regular full-time employees who have been employed by the City shall be entitled to a vacation based on their anniversary date of employment as follows:

One to five years inclusive	15 days (9.375 hrs/month)
Six years inclusive	16 days (10.000 hrs/month)
Seven years inclusive	17 days (10 hrs/month)
Eight years inclusive	18 days (11.25 hrs/month)
Nine years inclusive	19 days (11.875 hrs/month)
Ten years inclusive	20 days (12.5 hrs/month)
Eleven years inclusive	21 days (13.125 hrs /month)
Twelve + years inclusive	22 days (13.75 hrs/month)

No employee shall be permitted to accrue in excess of 375 hours as of December for the purpose of carrying over to the next year. In the event an employee has accumulated more than 375 hours of unused vacation at the end of each year, said employee shall be paid no more than 75 hours accumulated in excess of 375. Payment will be made in the first payroll in February following the calendar year.

Holidays

Employees are eligible for holidays on their first day of hire. The following days shall be recognized and observed as paid holidays:

New Year's Day	Columbus Day	Dr. Martin Luther King Jr. Day
Veteran's Day	President's Day	Thanksgiving Day
Day after Thanksgiving	On-half day on Good Friday	Memorial Day
Independence Day	Labor Day	Christmas Day
Preceding Monday if Christmas is on a Tuesday		Following Friday if Christmas is on a Thursday
Juneteenth		

Personal Days

Eligible: First July after 6 months

Each employee shall be entitled to fifteen (15) non-accumulative personal leave hours per contract year to attend to matters that cannot be transacted at any other time. Personal days will be awarded on July 1 of each year. In order to qualify for the fifteen (15) hours of personal leave, an employee must have completed their probation period prior to July 1.

Bereavement/Emergency Leave

All permanent full-time employees shall be entitled to Emergency leave up to three (3) days with pay for death or grave illness in the immediate family. If needed, an additional two (2) days may be granted by a Department Head at his/her discretion for the immediate family. Immediate family shall be defined as follows: Spouse, child (including adopted child), parent (including parent by adoption), brother, sister, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, and grandparent-in-law. Grave illness is defined as illness or accident where one is not likely to survive. All permanent full-time employees shall be entitled to emergency leave up to two (2) days for the death of an aunt, uncle, or of a spouse's aunt or uncle.

Course Reimbursement

Each employee shall be entitled to course reimbursement by the City for courses taken that would provide for improved job performance. Prior approval by the City Manager or as appropriate, the Fire Chief or Police Chief is required. Reimbursement shall be contingent upon successful completion.

Education Stipend

Full-time employees with a Master's degree from an accredited institution of higher education shall receive \$1,701.35 for full-time employees, added to base salaries. This will increase by the 10-year rolling COLA average each July 1.

Military Leave of Absence

Any employee who is ordered for active military service as member of the Armed Forces of the United States of America, or who is engaged in activities in the Reserve Forces of the United States of America, or State National Guard, shall be granted a leave of absence to perform such military duties with the City paying the difference in salary between the employee's base pay and his military base pay for said duty and without loss of leave time. Such leave shall be considered Military Leave and shall not exceed twenty (20) working days in a calendar year.

Jury/Witness Duty Pay

An employee called as a juror or witness shall be paid the difference between the fee received for such service and the amount of straight time earnings lost by the employee by reason of such service. Satisfactory evidence must be submitted to the employee's immediate supervisor. Payment of meals and/or mileage shall not be considered as part of the fee for the purpose of this Agreement.

Additional Earned Time

Credited to Annual Leave by February 1st each year

Employees who are required by the nature of their duties to attend meetings and/or work related activities at times other than their normal work day, shall receive, as compensation for this overtime, 4 hours added to their vacation time for each meeting attended during a calendar year to a maximum of thirteen (13) days per calendar year.

Longevity

Employees shall receive the following longevity bonuses payable in December to employees who are on the payroll at the time of payment. Longevity payments will be made annually at the level established below based upon full-time service with the City. These longevity bonuses will increase by the 10-year rolling COLA average each July 1. Bonuses as of December 2022:

After the completion of 5 years of service	\$340.14	After the completion of 25 years of service	\$1,700.72
After the completion of 10 years of service	\$680.28	After the completion of 30 years of service	\$2,040.85
After the completion of 15 years of service	\$1,020.43	After the completion of 35 years of service	\$2,380.99
After the completion of 20 years of service	\$1,360.58		

Worker's Compensation Insurance

In case of accidentally personal injury to any employee arising out of any accident in the course of their employment, the City shall pay to the employee the difference between the amounts received from the insurance company or Worker's Compensation carrier and the employee's regular paycheck. Said payments to be made by the City until the employee is able to return to work, but in no event shall such payments by the City exceed fifty-two (52) weeks.

Other Benefits

- Free parking at work location
- Free membership to the Portsmouth Public Library
- BJ's Warehouse Membership Discount
- Citizen's Bank Mortgage Relationship Pricing
- Training Programs
- Health and Wellness
 - Flu Shot Clinics
 - Free Health Screenings
 - Discount to Portsmouth Recreational Facilities
 - Discount to Seacoast Family YMCA
 - Discount to The Works Health and Fitness Center
- Discount to Fun
 - Discount tickets to Ski Resorts
 - Discount tickets to Summer Fun
 - TicketsAtWork (discounts to entertainment, travel, shopping, etc.)
 - Discounts on Regal Cinema Tickets
- Payroll Deductions
 - Direct Deposit
 - 457 Deferred Compensation (Empower, MissionSquare, PFPOPE)
 - Roth IRA (Empower MissionSquare, PFPOPE)
 - AFLAC Products
 - Liberty Mutual Home and Auto Insurance