

Summary of Benefits for Supervisory Management Alliance

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 bargaining unit. For a more detailed explanation, please refer to your summary plan booklets or the Supervisory Management Alliance Contract.

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%)	\$140.56	\$281.13	\$379.52
Access Blue 15/40 RX 10/20/45 (10%)	\$80.65	\$161.30	\$217.75

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 members of the Alliance 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 members of the Alliance 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: 6 months after hire

Sick leave without loss of pay shall be computed at the rate of fifteen (15) days per year (or 1.25 days per month). Employees hired on or after May 1, 1990 shall have Sick Leave accumulation limited to 1200 hours. Employees who have accrued at least eight hundred (800) sick hours at beginning of a calendar year will be entitled to be paid twenty four (24) sick hours pay if no sick days are used in the calendar year and sixteen (16) sick hours of pay if only eight (8) sick hours are used in the calendar year.

Annual Leave

Eligible: One Year after hire

All regular full-time employees who have been employed by the City for a period of at least one (1) year shall be entitled to a vacation based on their anniversary date of employment as follows:

1 through 60 months service	6.664 hours/mo.	121 through 132 months service	10.664 hours/mo.
61 through 72 months service	7.336 hours/mo.	133 through 144 months service	11.336 hours/mo.
73 through 84 months service	8 hours/mo.	145 through 156 months service	12 hours/mo.
85 through 96 months service	8.664 hours/mo.	157 through 168 months service	12.664 hours/mo.
97 through 108 months service	9.336 hours/mo.	169 through 180 months service	13.336 hours/mo.
109 through 120 months service	10 hours/mo.		

Maximum accrued vacation time shall not exceed four hundred (400) hours as of December 31 for the purpose of carrying over to the next year. In the event an employee has accumulated more than four hundred (400) hours of unused annual leave at the end of each year, said employee shall be paid no more than eighty (80) hours accumulated annual leave in excess of four hundred (400). Payment will be made 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	Indigenous People's 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 one year probation

Each member shall be entitled to sixteen (16) 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 sixteen (16) hours of personal leave, an employee must have completed their probation period prior to July 1.

Medical Appointments

Eligible: 1st of the month after 6 months

The City shall allow each full-time permanent employee time off with pay for a doctor, dentist, hospital or other medical related appointments not lasting over two (2) hours per appointment. Employees may take time off in half hour increments, not to exceed 6 hours per contract year.

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 Alliance member shall be entitled to course reimbursement up to \$1,500.00 per fiscal year, by the City for courses taken that would provide for improved job performance. Prior approval by the Department Head and Human Resources is required. Reimbursement shall be contingent upon successful completion of the course.

Military Leave of Absence

Any 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 (14) 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.

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. Amount of bonuses as of July 1, 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 twenty-six (26) weeks.

Shoe Allowance

All SMA employees will be entitled to reimbursement two (2) times per year, of up to one hundred and twenty five dollars (\$125.00) per reimbursement, for the purchase of appropriate, work-related footwear.

On Call Pay

An employee called in afterhours shall be paid a minimum of four (4) hours at one and one-half (1 1/2) times their-rate of pay. Any member of the bargaining unit who is required to be on call for a week at a time will be paid a stipend of two hundred and twenty-five dollars (\$225.00) for the week.

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