



TOWN OF CHATHAM

COMPENSATION AND BENEFITS MANUAL

Effective August 4, 2016

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PART 1 INTRODUCTION

1.1 General Purpose of Manual

1.1.1 Statement of Purpose: The purpose of this *Compensation and Benefits Manual* is to communicate important information about specific employment policies and practices of the Town of Chatham - particularly those that pertain to compensation, leave benefits, and medical insurance benefits. This manual is applicable to all employees who **are not** in a collective bargaining unit. The parts on medical-dental-optical and medical insurance for insurance also applies to certain Elected Officials.

1.1.2 Previous Manuals: This *Compensation and Benefits Manual* replaces and supersedes the Town of Chatham Personnel Policy Handbook and any other previous documents issued by the Town of Chatham concerning the policies and practices contained within this manual.

1.1.3 Questions: Questions regarding this manual should be presented to the Town Supervisor.

1.2 Compensation and Benefits Manual Disclaimers

1.2.1 Employment Contract: This *Compensation and Benefits Manual* is not a contract of employment, expressed or implied, and should not be construed as such.

1.2.2 Policy Exceptions: This *Compensation and Benefits Manual* should not be interpreted as a guarantee that the policies and practices in it will be applied in all cases. Further, the Town Board may at its sole discretion, make exceptions by way of resolution to any part of this *Compensation and Benefits Manual*.

1.2.3 Policy Interpretation: The Town Board may interpret any part of this *Compensation and Benefits Manual* and to amend or eliminate any part of this manual.

1.2.4 Governmental Regulations: In the event a federal or state statute, rule, or regulation conflict with any provision contained in this *Compensation and Benefits Manual*, then such statute, rule, or regulation will prevail.

1.2.5 Collective Bargaining Agreements: This *Compensation and Benefits Manual* **does not apply** to an employee covered by a collective bargaining agreement between the Town of Chatham and an employee organization.

1.3 Definitions

1.3.1 Department Head: For purposes of this *Compensation and Benefits Manual*, “Department Head” means the Superintendent of Highways for those employees who maintain Town roads, the Town Clerk for all employees in the Office of the Town Clerk, the Town Justices for all employees of the Justice Court, the Recreation Director for all employees in the Town’s recreation program, and the Town Supervisor for all other employees.

1.3.2 Full-Time Employee: For purposes of this *Compensation and Benefits Manual*, a “full-time employee” means an employee *regularly scheduled* to work forty hours per week throughout the year, or an employee in a salaried position who is expected to work at least 2080 hours per year.

1.3.3 Part-Time Employee: For purposes of this *Compensation and Benefits Manual*, the term “part-time employee” means an employee *regularly scheduled* to work less than forty hours per week throughout the year, or an employee in a salaried position who is expected to work less than 2080 hours per year.

1.3.4 Temporary Employee: For the purpose of this *Compensation and Benefits Manual*, a “temporary employee” means someone employed on an as-needed basis, or to work on a special project for a limited duration, or to replace an employee who is on a leave of absence.

1.3.5 Seasonal Employee: For the purpose of this *Compensation and Benefits Manual*, a “seasonal employee” means someone employed during a given season to perform usual and customary seasonal duties such as mowing, flagging, painting, and snow removal.

PART 2 COMPENSATION

2.1 Rates of Pay

2.1.1 Rate of Pay: An employee's rate of pay is established by the Town Board.

2.2 Overtime

2.2.1 Summary: The Fair Labor Standards Act (FLSA) establishes overtime pay and record keeping standards. More information on the Fair Labor Standards Act may be found on the United States Department of Labor website:

<http://www.dol.gov/whd/flsa/index.htm>

2.2.2 Overtime Compensation: An employee may occasionally be required to work beyond the employee's scheduled work hours. However, an employee is not to work additional hours beyond the employee's scheduled work hours without the authorization from the appropriate Department Head.

If, for any reason, an employee works unauthorized overtime, the employee should accurately record the overtime worked and report the fact that the employee worked overtime to the Department Head.

In accordance with the Fair Labor Standards Act, an employee is paid one and one-half times the employee's regular hourly rate of pay for all authorized time worked over forty hours in a given workweek.

2.2.3 Paid Leave as Time Worked: Holidays, vacation leave, and jury duty leave is considered to be **time worked** in the computation of overtime. However, sick leave, personal leave, and bereavement leave is not included as time worked in the computation of overtime.

2.3 Compensatory Time

2.3.1 Compensatory Time: An employee has the option of receiving “compensatory time” in lieu of paid overtime. When an employee chooses to receive compensatory time, the employee is credited with one and one-half hours of compensatory time for each hour of overtime worked.

In any calendar year, an employee may **convert** a maximum of **twenty-four hours** of overtime work into **thirty-six hours** in compensatory leave credits.

An employee must use all compensatory leave credits within the calendar year in which it is earned or receive payment at the end of the calendar year at the employee’s then current rate of pay.

2.3.2 Scheduling Compensatory Leave: An employee must receive prior approval from the Department Head, or designee, to use compensatory leave credits. The Department Head has total discretion in the approval of compensatory time off, however, requests for compensatory leave shall not be unreasonably denied.

2.3.3 Termination from Employment: An employee who resigns, retires, is laid off, or leaves employment due to disciplinary action, receives payment for unused compensatory credits to which the employee is properly entitled at the employee’s then current rate of pay.

2.4 Pay Period and Check Distribution

2.4.1 Payroll Period: Normally, employees are paid on a bi-weekly basis. The payroll period begins Monday at 12:00:01 a.m. and end fourteen calendar days later on Sunday at 11:59:59 p.m. An employee's paycheck is based on the amount earned during the preceding payroll period. Certain employees may be paid on a different schedule as established by the Town Board.

2.4.2 Payday: Under normal circumstances, paychecks are issued on the Friday following the end of the payroll period. Payment is by direct deposit or check. In the event the payday is a designated holiday, paychecks are distributed on the previous workday.

2.4.3 Authorized Check Release: The Town does not release a paycheck to anyone other than the employee unless the employee has submitted a signed, written authorization with the Town Supervisor.

PART 3 PAID LEAVE

3.1 Holidays

3.1.1 Designated Holidays: The holidays listed below are observed on the day designated by the Town Board at its organizational meeting in January of each year.

A temporary or seasonal employee **is not** eligible for holiday pay.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

3.1.2 Holiday Pay (Not Assigned to Work): A full-time employee or part-time employee who **does not** work on a designated holiday is paid for the day at the employee's regular daily rate of pay. The part-time employee is not paid for the day if the day the holiday observed by the Town is not a normally scheduled workday for that employee.

3.1.3 Holiday Pay (Assigned to Work): A full-time employee or part-time employee who is directed to work on a designated holiday is paid the employee's regular rate of pay for all hours worked. In addition the employee is paid "holiday pay" (3.1.2 above) for that day.

3.1.4 Religious Holidays: An employee may request an unpaid leave of absence for a religious holiday, observance, or practice that is not included in the above list of designated holidays. An employee also has the option of using accumulated vacation or personal leave or taking the time off without pay. The request must be submitted, in writing, to the appropriate Department Head at least fourteen calendar days in advance. Time off is generally granted provided it does not create an undue hardship on the Town.

3.1.5 Holiday During Scheduled Leave: In the event a designated holiday occurs on an employee's normal workday and the employee is on paid vacation leave, paid sick leave, or paid bereavement leave, the employee receives holiday pay for the day and the employee's other leave credits are not be charged for that day.

3.2 Vacation Leave

3.2.1 Allowance (front-loaded on anniversary): A full-time employee is eligible for paid vacation leave in accordance with the vacation schedule listed below.

A part-time employee regularly scheduled to work at least twenty hours per week is credited with paid vacation leave in accordance with the vacation schedule prorated by the average number of hours the employee works in a workweek, with forty equal to 100%.

During 1st year (after 1st six months)	40 hours
During 2nd through 7th year	80 hours
During 8th through 17th year	120 hours
During 18th year and thereafter	160 hours

3.2.2 Temporary or Seasonal Employees: A part-time employee regularly scheduled to work less than twenty hours per week, temporary employee, or seasonal employee is not eligible for paid vacation leave but may be allowed to take time-off without pay provided the individual has prior approval from the Department Head.

3.2.3 Accrual During Leaves of Absence: In the event an employee is absent from work without pay for more than thirty calendar days in the twelve months preceding the anniversary date, *including* an unpaid leave of absence due to a Workers' Compensation claim, the annual allowance of vacation leave to be credited on the employee's anniversary date is adjusted on a prorated basis, with 260 days equal to 100%.

3.2.4 Accumulation: An employee may not accumulate vacation leave credits. Any vacation leave credits remaining unused at close of business on the last day of the calendar year is cancelled.

3.2.5 Scheduling: An employee must receive prior approval from the appropriate Department Head to take vacation leave. The request must be submitted, in writing, to the Department Head at least one week in advance. The Department Head has total discretion in the approval of vacation leave. Vacation leave is deducted from an employee's credits in **quarter-hour** increments.

3.2.6 Termination of Employment: An employee who resigns, retires, or is laid off receives payment for unused vacation leave at the employee's then current rate of pay. In the event an employee leaves employment due to disciplinary action, the employee does not receive a settlement for unused vacation leave.

In case of the death of the employee, the Town pays the employee's estate for any unused vacation leave.

3.3 Sick Leave

3.3.1 Allowance (monthly accrual): An employee regularly scheduled to a **forty-hour** work week is credited with **6.67** hours of paid sick leave after completion of each month of employment.

A part-time, temporary, or seasonal employee is not eligible for paid sick leave but is allowed a reasonable amount of time off due to the employee's illness or injury.

3.3.2 New Employees: A newly hired full-time employee may not use accumulated sick leave credits until completion of six months of continuous employment.

3.3.3 Accrual During Leaves of Absence: An employee is credited with sick leave credits while on **paid leave**. An employee is credited with sick leave provided the employee works twelve or more scheduled work days in a given month.

3.3.4 Accumulation: Employees may accumulate sick leave without limit.

3.3.5 Use of Sick Leave: Sick leave is provided to protect an employee against financial loss during an illness or injury and not a leave benefit to which the employee is automatically entitled.

An employee may use sick leave credits for an illness or injury that inhibits the ability to perform the duties of the employee's job.

An employee may use sick leave credits for medical and dental appointments that cannot be scheduled during non-work hours.

Sick leave may not be used to extend a vacation.

Sick leave is deducted from an employee's credits in **quarter-hour** increments.

An employee may take paid sick leave only after it has been credited.

3.3.6 Family Sick Leave: An employee may use accumulated sick leave credits for family illness or injury only if the employee must provide direct care to an immediate family member.

For purposes of family sick leave, "immediate family member" means, specifically limited to and without exception, the employee's parent (including step-parent), spouse, or child (including step-child and foster child), and grandchild in the employee's care.

3.3.7 Notification of Sick Leave: In the event an employee must take sick leave, the employee must notify the appropriate Department Head *as soon as possible* before the employee's scheduled reporting time. The notification must be made personally to the Department Head, unless the Department Head authorizes the use of an answering device for this purpose.

Unless an extended sick leave absence has been authorized, the employee must notify the Department Head **each** day of the absence.

In the event the employee fails to give such notice, the employee is ineligible to use sick leave credits for the absence.

3.3.8 Medical Verification: The Town may require medical verification of an employee's absence if the Town perceives the employee is abusing sick leave or has used an excessive amount of sick leave.

The Town may also require medical verification that the employee is able to return to work with or without restrictions.

3.3.9 Retirement Credit: The Town makes available Section 41-j of the Retirement and Social Security Law, which allows credit for accumulated sick leave at the time of retirement. More information on 41-j may be found on the Office of the State Comptroller website:

http://www.osc.state.ny.us/retire/publications/vo1522/service_credit/sick_leave.php

3.3.10 Termination of Employment: An employee who resigns, is laid off, or leaves employment due to disciplinary action does not receive a settlement for unused sick leave.

An employee who is recalled from a lay-off is re-credited with the amount the employee had accumulated at the time of the layoff.

3.4 Bereavement Leave

3.4.1 Immediate Family: In the event of a death of a full-time employee's immediate family member, the employee may take a leave of absence without loss of pay or leave credits for up to **three scheduled workdays** between date of the death and the day after the memorial service.

For purposes of bereavement leave, "immediate family member" means the following:

- Spouse or Domestic Partner
- Child (including step-child and foster child)
- Parent (including step-parent)
- Sibling
- Spouse's Parent
- Grandparent
- Grandchild

Unused bereavement leave days may not be accumulated.

3.4.2 Additional Bereavement Leave: Up to two additional unpaid or two additional days paid from any accrued time the employee has available is allowed if needed.

PART 4 DISABLED EMPLOYEES

4.1 Workers' Compensation (job-related injury or illness)

4.1.1 Coverage: In accordance with New York State law, the Town makes available a Workers' Compensation plan for job-related injuries or illnesses.

4.1.2 Reporting of Injury: To ensure prompt coverage of the claim, the employee should submit a report of the injury or illness to the Office of the Town Supervisor on the proper form within twenty-four hours of the occurrence. The Office of the Town Supervisor, or designee, completes and submits the required forms.

4.1.3 Use of Leave Credits: An employee may draw from the employee's sick leave credits, then personal leave credits, and then vacation leave credits in conjunction with Workers' Compensation payments to equal, but not exceed, the employee's regular daily rate of pay. When the insurance company makes payment, the Town shall be reimbursed for that portion of leave covered by insurance and the employee is re-credited with the proportional amount of leave.

4.1.4 Continuation of Medical Insurance: The Town continues medical insurance coverage for a qualifying event in accordance with the provisions of the Town's Family and Medical Leave Policy. Thereafter, an employee who is receiving Workers' Compensation payments for lost time **AND** is drawing full pay by using accrued leave credits continues to receive medical insurance benefits and the Town continues to make its contributions for up to a maximum of one year provided the employee makes the required employee contribution. If the employee has exhausted all leave credits, the employee may continue medical insurance coverage in accordance with federal and state laws.

4.2 Disability Leave (off-the-job illness or injury)

4.2.1 Continuation of Medical Insurance: The Town continues medical insurance coverage for a qualifying event in accordance with the provisions of the Town's Family and Medical Leave Policy. Thereafter, an employee who is drawing full pay by using accrued leave credits continues to receive medical insurance benefits and the Town continues to make its contributions for up to a maximum of one year provided the employee makes the required employee contribution. If the employee has exhausted all leave credits, the employee may continue medical insurance coverage in accordance with federal and state laws.

PART 5 MEDICAL – DENTAL - OPTICAL

5.1 Medical Insurance

5.1.1 Eligible Participants (employees): The Town makes available a medical insurance plan and a prescription drug plan to full-time employees and the employee's eligible family as defined by the insurance plan. The domestic partner of an employee is **not eligible** for coverage.

For the purposes of receiving medical insurance benefits, a full-time employee is defined as an employee who is regularly scheduled to work at least **forty hours** per week throughout the year.

Part-time, temporary, or seasonal employees are not eligible to participate in the Town's medical insurance program.

5.1.2 Eligible Participants (elected officials): The Town makes available a medical insurance plan and a prescription drug plan to the **Town Supervisor**, the **Superintendent of Highways**, and the **Town Clerk** and such elected official's eligible family as defined by the insurance plan. The domestic partner of an elected official is not eligible for coverage.

All other elected officials are not eligible to participate in the Town's medical insurance program.

5.1.3 Insurance Plan: The Town Board selects the medical insurance plan and prescription drug plan.

In no event shall the Town be required or obligated to pay or reimburse any portion of any doctor's bill, hospital bill, prescription bill, x-ray bill, laboratory bill, procedure bill, or any other medical bill or expense that is not covered or reimbursed by the insurance plan.

5.1.4 Date Coverage Begins: Coverage begins on the first day of employment, or for Elected Official's the first day of office, provided the employee (or elected official) has completed the insurance application.

Enrollment in a medical insurance plan is not automatic. An employee (or elected official) must complete the necessary enrollment forms.

5.1.5 Date Coverage Ends: Coverage ends on the last day of the month in which the separation of employment occurs.

5.1.6 Change in Insurance Plans: The Town Board may, at any time and at its sole discretion, change the medical insurance plan and/or prescription drug plan, including, but not limited to, carrier, plan design, employee share of monthly premiums, deductibles, and co-payments.

5.1.7 Premium Payment (employees):

For employees hired into a full-time position **before** August 4, 2016, pending the conclusion of negotiations with the highway bargaining unit, the Town will continue to pay the full monthly premium for an individual plan, a two-person plan, or a family plan, as the case may be.

For employees hired into a full-time position on or **after** August 4, 2016, the Town pays eighty-percent (**80%**) of the monthly premium for an individual plan. The Town pays seventy-five percent (**75%**) **of the additional cost of** dependent coverage (two-person or family, as the case may be).

Employee premium contributions are made by payroll deduction. The employee may choose to make payments on a pre-tax basis.

5.1.8 Premium Payment (elected officials): For eligible elected officials who held office **on or before** January 1, **2016**, the Town pays the full monthly premium for an individual plan, a two-person plan, or a family plan, as the case may be.

The premium payments for eligible elected officials who take office (either elected or re-elected) **on or after January 1, 2018**, will be determined after the conclusion of negotiations with the highway bargaining unit.

5.2 Dental and Optical

5.2.1 As part of the medical insurance plan, the Town make available a dental rider and vision rider to each eligible full-time employee and Elected Official.

5.3 Medical Insurance Buy-Out

5.3.1 Eligibility: A full-time employee or elected official who is eligible for medical insurance coverage made available through the Town may receive a cash buy-out in lieu of receiving medical insurance and prescription drug benefits.

To be eligible for the medical insurance buy-out, the employee (or elected official) must provide documentation of comparable medical insurance coverage in a manner and form to be determined by the Town and sign an appropriate waiver of medical insurance coverage and waiver of liability to the Town.

In the event an employee (or elected official) is married to another employee (or elected official) of the Town who is eligible for medical insurance, they must either enroll in two individual plans or one two-person or family plan, as the case may be, and are not eligible for this buy-out.

5.3.2 Amount of Buy-Out: Each year, the eligible employee (or elected official) will receive an amount equal to the annual premium co-payment for the alternate medical insurance plan (excluding dental and vision) multiplied by 1.32 plus one thousand dollars.

The maximum the Town will pay for a buy-out is \$10,000.

For example, if the annual premium co-pay for the alternate plan is \$2800, the amount of the buy-out would be $\$2800 \times 1.32 = \$3696 + \$1000 = \4696 . The buy-out is subject to applicable taxes.

For another example, if there is no annual premium co-pay for the alternate plan, the amount of the buy-out would be $\$0 \times 1.32 = \$0 + \$1000 = \1000 . The buy-out is subject to applicable taxes.

5.3.3 Method of Payment: Partial payment of the buy-out is made in the employee's (or elected official's) regular paycheck for each pay period the employee (or elected official) is eligible for the buy-out.

5.3.4 Reinstatement: In the event the employee (or elected official) loses coverage under the alternate insurance plan, the employee (or elected official) may resume coverage under the medical insurance plan made available through the Town. Coverage will begin on the first of the month immediately following the employee (or elected official) giving notice, provided the employee (or elected official) gives such notice at least five business days prior to the first of the month and meets all eligibility requirements of the insurance plan. An employee (or elected official) may also elect to resume coverage under the medical insurance plan during the annual open enrollment period.

5.4 Continuation of Medical Insurance Benefits (COBRA)

5.4.1 Summary – The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and New York State continuation of coverage laws offer “qualified beneficiaries” the right to continue existing health insurance coverage, completely at their own expense, under certain qualifying conditions. All required premiums and administrative fees must be paid in a timely manner in order for coverage to continue.

An individual is a “qualified beneficiary” if the individual is covered under a group health plan on the day before a qualifying event as either a covered employee, the spouse of a covered employee, or a dependent child of a covered employee.

More information may be found on the US Department of Labor website:

<http://www.dol.gov/ebsa/COBRA.html>

5.4.2 Enrollment Information: The Office of the Town Supervisor provides the employee (or elected official) with the enrollment forms and assist with the administrative and operational aspects of COBRA. Enrollment is not automatic. The employee (or elected official) must complete the necessary enrollment forms and return all COBRA forms to the Office of the Town Supervisor within the time indicated. If the required forms or premium payments are not received at the time specified, medical insurance coverage will cease.

A qualified beneficiary must notify the Office of the Town Supervisor within sixty calendar days of a legal separation or divorce or when a dependent is no longer eligible for insurance due to the age limitations or educational status requirements established by the insurance plan. The Town is not be responsible for any loss of coverage resulting from failure by the employee (or elected official) to give notification of such an event.

PART 6 POST-EMPLOYMENT BENEFITS

6.1 New York State Employees' Retirement System

6.1.1 Summary: The Town participates in the New York State Employees' Retirement System. Information pertaining to the retirement plans, including mandatory membership and optional membership, may be accessed through the following website:

<http://www.osc.state.ny.us/retire/members/index.htm>

6.2 Medical Insurance for Retirees

Union-Represented Employees - *An employee who is a member of a collective bargaining unit is not covered by or eligible for the Medical Insurance for Retirees provisions set forth below.*

6.2.1 Eligible Participants (employees): For employees who were hired into a full-time position **before January 1, 2013**, the Town makes available a medical insurance and prescription drug plan after such employee retires from Town employment and is receiving pension benefits through the New York State Retirement System.

6.2.2 Eligible Participants (elected officials): For a **Town Clerk or Superintendent of Highways** who was in the elected office **before January 1, 2013**, the Town makes available a medical insurance and prescription drug plan after such elected official retires from Town employment and is receiving pension benefits through the New York State Retirement System.

A **Town Justice** who was retired and receiving medical insurance benefits for elected officials **before January 1, 2013** continues to be eligible.

All other elected officials - **current and former** - are not eligible to participate in the Town's retiree medical insurance program.

6.2.3 Retiree's Spouse and Dependents: The retiree's spouse and dependents may participate in the Town's retiree medical insurance program provided the spouse and/or dependents were **enrolled** in the Town's medical insurance program on the retiree's last date of employment with the Town.

The retiree must pay the extra costs (premiums and deductibles) for two-person or family coverage, as the case may be, before the first of each month for which the premium is due.

In the event the **retiree predeceases** the eligible spouse, or in the event of legal separation or divorce, the retiree's spouse **shall not be eligible** to participate in the Town's retiree medical insurance program except as provided by Federal or State law (e.g. COBRA).

6.2.4 Eligibility (employees): To be eligible to participate in the Town's retiree medical insurance program, the retiree must meet all of these requirements:

- 1) hired into a full-time position **before January 1, 2013**;
- 2) have at least **twenty years** of continuous service with the Town of Chatham*;
- 3) be at least **sixty-two** years of age;
- 4) have retired directly from the Town; and,
- 5) applied for and been granted a retirement benefit from the New York State Employees' Retirement System.

*Employees who retired **before August 4, 2016** must have had at least **fifteen years** of full-time **continuous service** with the Town of Chatham at the time of retirement from the Town of Chatham.

Notwithstanding the above, an employee who leaves employment due to termination charges being brought against the employee is not eligible for the Town's retiree medical insurance program.

6.2.5 Eligibility (Town Clerk & Superintendent of Highways): To be eligible to participate in the Town's retiree medical insurance program, the retiring **Town Clerk** or **Superintendent of Highways**, as the case may be, must meet all of these requirements:

- 1) sworn into office **before January 1, 2013**;
- 2) have at least **twenty years** of continuous service with the Town of Chatham;
- 3) be at least **sixty-two** years of age;
- 4) have retired directly from the Town; and,
- 5) applied for and been granted a retirement benefit from the New York State Employees' Retirement System.

6.2.6 Insurance Plan: The Town Board may, at any time and at its sole discretion, change the medical insurance plan and/or prescription drug plan, including, but not limited to, carrier, plan design, employee share of monthly premiums, deductibles, and co-payments.

6.2.7 Medicare: Coverage under the medical insurance and prescription drug plan made available through the Town continues until the retiree meets the eligibility criteria for Medicare, at which time primary coverage is provided by Medicare and the Town makes available a medical plan and a Medicare Part D prescription drug plan for Medicare-eligible retirees over 65 years of age.

The Town reimburses a retiree on a quarterly basis for the cost of the minimum Medicare Part B premium (excluding any penalties or income adjustments).

6.2.8 Premium Payment:

For an eligible retiree who has 25 or more years of service, the Town pays the full premium for an **individual** plan.

For an eligible retiree who has 20 years but less than 25 years of service, the Town pays **fifty percent** of the premium for an **individual plan** and, if applicable, fifty percent of the high deductible. The retiree must pay the remaining fifty percent of the premium before the first of each month for which the premium is due.

The Town reimburses a retiree on a quarterly basis for the cost of the minimum Medicare Part B premium (excluding any penalties or income adjustments).

TOWN OF CHATHAM
COMPENSATION AND BENEFITS MANUAL
ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the Town of Chatham *Compensation and Benefits Manual* which communicates important information about the Town's employment policies and practices. I further acknowledge that I have read, or will read, the contents of the *Compensation and Benefits Manual* and will contact the Town Supervisor if I have any questions.

I understand that the *Compensation and Benefits Manual* does not create a contract of employment. I understand that the Town Board retains the right to interpret any part of the *Compensation and Benefits Manual* and to amend or eliminate any part of the manual.

I agree to abide by the personnel policies, procedures, rules and regulations communicated in the *Compensation and Benefits Manual*.

I understand that the *Compensation and Benefits Manual* replaces any previous manual issued by the Town concerning the policies and practices contained within the *Compensation and Benefits Manual*.

Employee name (please print)

Employee Signature

Date of Signature