



# KMEA Employee Benefits (Part-Time)

eff 1/1/2022

## CRITICAL ILLNESS LEAVE

Leave for the critical illness of a current spouse, child, parent, step-parent or parent-in-law for a period not to exceed three (3) regularly scheduled working days at any one time.

## BEREAVEMENT LEAVE

Paid leave for the death of then the employee's child or a person for whom the employee is a legal guardian, parent, brother, sister, grandchild, grandparent, grandparents-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepparent and step-child (provided they resided in a parental relationship for at least six (6) months). Relatives other than those herein designated shall not be considered members of the immediate family.

The leave is not to exceed three (3) consecutive calendar days if within 300 miles of Kalamazoo or 5 days if beyond 300 miles.

## SICK LEAVE

New employees will not accumulate paid sick leave credits until they have completed three (3) months of continuous service. After that, they will accumulate 1.85 hours of sick leave for each pay period of continuous service. There is no limit on accumulation of sick leave and at retirement, payment is made for one-half of the unused sick leave balance.

## VACATIONS

Employees shall accrue vacation with pay according to the following schedule:

Less than 5 years (prorated for new hires)	40 hours/1.54 hours per pay
5 but less than 11 years	60 hours/2.30 hours per pay
11 years	64 hours/2.46 hours per pay
12 years	68 hours/2.62 hours per pay
13 years	72 hours/2.77 hours per pay
14 years	76 hours/2.93 hours per pay
15 years	80 hours/3.08 hours per pay
16 years	84 hours/3.23 hours per pay
17 years	88 hours/3.39 hours per pay
18 years	92 hours/3.54 hours per pay
19 years	96 hours/3.69 hours per pay
20 years	100 hours/3.85 hours per pay

Up to one year's amount of earned vacation time can be carried over at the end of each calendar year (rollover limit is not based on your anniversary year).

## HOLIDAYS

There are 12 paid holidays including one (1) floating holiday each calendar year. Floating Holiday is "use it or lose it" by the end of the calendar year and cannot be carried over.

New Year's Day	Veterans' Day (November 11th)
Good Friday	Thanksgiving Day
Memorial Day	The day after Thanksgiving Day
Juneteenth	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

## PENSION BENEFIT

Participation and mandatory deductions begin upon hire. KMEA employees are vested after 10 years of continuous service. The time is prorated based on the number of hours you work in a year versus how many full-time employees work. For instance, if you work 20 hours per week for each year you would receive 6 months of service credit for each of those years. Based on this, you would need to complete 20 years to meet the 10 year vesting requirement.

All KMEA employees (full- & part-time) participate in the City of Kalamazoo Employees' Retirement System. Employees contribute **1% of their annual compensation** on a pre-tax basis for the defined benefit plan. The City contributes an actuarial determined amount to the retirement system.

Active military duty service may be purchased for up to 36 months toward credited service—must be requested within 1 year of hire & paid off within 5 years.

Members may retire with unreduced benefits at age 62 with at least 10 years of service, or at age 57 with at least 25 years of service. Early retirement (reduced benefit) is available beginning at age 55 with at least 15 years of service.

The defined benefit is calculated at 2.1% of Final Average Compensation (FAC) times the years of credited service. In addition, a 1.5% Post Retirement Adjustment (PRA) is provided each year beginning at age 64, compounded annually until age 75 when it increases to 2%.

## DEFERRED COMPENSATION (IRS Code 457)

Participation and mandatory deductions begin upon hire. Employees (full & part-time) contribute via payroll deduction on a tax-deferred basis a **mandatory 1% of their pay** into a supplemental retirement savings program, currently provided by **Nationwide Retirement Solutions**.

Employees may contribute additional monies to deferred compensation with the City contributing ½% for every 1% contributed by the employee up to a maximum contribution of 1%. = **additional 2% employee contribution to get full 1% match**

The maximum allowable contribution for 2022, established by the IRS is \$20,500. In addition, employees over age 50 may contribute an additional \$6,500 over the maximum. Under a Catch-up provision of the IRS code, employees, who are in their last three years prior to retirement, may elect to contribute up to **\$41,000** for years in which they did not contribute the maximum amount.

Employees must complete a **Nationwide Participation Agreement** form upon hire. Amount of contribution & changes to beneficiary designations can be made at any time. A Nationwide Retirement Specialist visits the City quarterly to meet with employees who may have questions.

## **CONTACT INFORMATION**

***Also refer to your KMEA union contract for additional information.***

**City of Kalamazoo PAYROLL:** *Nicole Crissinger, Financial Specialist, (269) 337-8461, [payroll@kalamazoocity.org](mailto:payroll@kalamazoocity.org) for inquiries about W-4s, taxes, direct deposit, payroll deductions & leave balances.*

**City of Kalamazoo BENEFITS & RETIREMENT:** *Lisa Brown, Benefits & Retirement Services Manager (269) 337-8180, [pension@kalamazoocity.org](mailto:pension@kalamazoocity.org) for inquiries about current employees' health, dental, vision, flex spending, & optional insurance plans, as well as retirement, pension benefits & retirement health care savings program.*

### **Benefit vendors contact info:**

***Nationwide Retirement Solutions*** (877) 677-3678, [www.nrsforu.com](http://www.nrsforu.com)

**For more information, please contact Shelly Dusek, Human Resources/Labor Relations Director, at (269) 337-8848 or [duseks@kalamazoocity.org](mailto:duseks@kalamazoocity.org).**