



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** May 9, 2017
From: Nikki Salas, Assistant Town Manager **Item No:** 5
Subject: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE PERSONNEL POLICY AND PROCEDURE MANUAL FOR THE TOWN OF APPLE VALLEY

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

That the Town Council adopt the attached Resolution No. 2017-11, A Resolution of the Town Council of The Town of Apple Valley, California, amending the Personnel Policy and Procedure Manual for the Town of Apple Valley.

SUMMARY:

Human Resources staff recommends updating a section of the Town of Apple Valley Personnel Policy and Procedure Manual as follows: Section 4.1.2 Benefit Plan.

BACKGROUND:

Human Resources staff, in doing a review of the Personnel Policy and Procedure Manual, identified an area in need of updating. The town provides cafeteria dollars for employees to purchase health benefits. Staff hired prior to September 1, 2008 can currently waive all medical coverages and receive the cafeteria benefit as cash. The recommended change will require staff hired prior to September 1, 2008 to purchase a minimum of one health benefit (medical, dental, or vision coverage) with the cafeteria dollars provided by the town.

FISCAL IMPACT:

There is no financial impact to the Town for the recommended update to the Personnel Policy and Procedure Manual.

RESOLUTION NO. 2017-11

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE PERSONNEL POLICY AND PROCEDURE MANUAL FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established the Personal Policy and Procedure Manual for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify a section of the Policy and Procedure Manual for the Town of Apple Valley employees; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Section 4.1.2
2. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

Unless otherwise noted, the effective date of this Resolution shall be May 10, 2017.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley, California, this 9th day of May, 2017.

Scott Nassif, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk

EXHIBIT A

RULE 4 EMPLOYEE BENEFITS

Section 4.1 Benefit Plan

The Town of Apple Valley shall offer to all regular full-time employees, insurance coverage for health, dental, vision, supplemental life insurance and long term disability. Qualified dependents shall be eligible to participate in health, dental and vision insurance coverage. The amount of money currently available to the employee for this benefit is established by resolution of the Town Council and is subject to the following provision:

1. Employees shall be required to complete all benefit selections within thirty (30) days from their start date.
2. Employees hired before September 1, 2008 are required to purchase a minimum of one line of health coverage (medical, dental, or vision) in the Town's medical insurance program. Additionally, employees waiving medical coverage must show proof of insurance by a comparable insurance program annually during open enrollment. Employees who fail to provide proof of medical coverage shall be required to enroll in the lowest cost, employee only health program provided by the Town. The total maximum benefit allowance for premiums for insurance coverage is \$760.00 per month. Any portion of the premiums that are not satisfied by the allowance will be matched by the Town dollar for dollar to a maximum of \$340.00 per month. Any remaining portion of the allowance shall be paid to the employee in cash or at the employee's option may be deposited into the Town's 457 Deferred Compensation Plan for the benefit of the employee. The effective date of the implementation of this benefit modification is May 10, 2017.