

City of Mission Viejo Personnel Policy

Subject: RETIREE INSURANCES PROGRAM

Purpose:

To define the program requirements for the City of Mission Viejo's Retiree Insurances Program for uniformity of interpretation and application.

Related Policies:

Retiree Insurances Program Administrative Regulation #510

Background:

City Council Action on June 19, 2000, Resolution #2000111
City Council Management and Budget Policy 6G

Policy:

1. An employee eligible for this program must meet all of the following requirements:
 - a. Employed by the city for a minimum of twelve (12) continuous years of service in one or more of the following categories:
 - i. A full-time employee;
 - ii. An at-will employee, including an employee in any of the following positions: city manager, assistant city manager, city clerk, department head, deputy city manager, and/or assistant to the city manager;
 - iii. A part-time employee in a budgeted position scheduled to regularly work twenty (20) or more hours per week;
 - iv. A member of the City Council.
 - b. Eligible to participate in the City's Fixed Monthly City Contribution to benefits program prior to January 1, 2007;
 - c. Is at least fifty (50) years of age as of the last day of work prior to retirement;
 - d. Is a vested member of the California Public Employees' Retirement System (CalPERS);
 - e. Simultaneously retires from both the City of Mission Viejo and CalPERS on the same day;
 - f. Receives a monthly retirement allowance check from CalPERS; and
 - g. Has been enrolled on the insurance plan(s) at the desired benefit plan enrollment level for the required amount of time as specified in Sections 4 and 5 of this policy and Section 5.3 of Administrative Regulation #510.

2. This program is not retroactive.
3. This program is not available to:
 - a. Hourly, Seasonal, Temporary (HST) employees. Years of service as an HST employee do not count towards the continuous years of service.
 - b. Any other job position or classification not described in Section 1, above.
4. In order to be eligible for the Retiree Insurances Program any employee who retires must have been enrolled in the same benefit plan enrollment level for at least one (1) year prior to the effective date of his/her retirement.
5. The Fixed Monthly City Contribution for the Retiree Insurances Program will be a fixed contribution as follows during the employee's retirement:
 - a. An employee enrolled in the medical program at an "employee only" level, will receive up to \$825.00 per month as a 1.000 fulltime equivalent (FTE) employee; up to \$618.75 as a .750 FTE employee; and up to \$412.50 as a .500 FTE employee.
 - b. An employee enrolled in the medical program at an "employee plus one" level, with their eligible spouse or registered domestic partner, will receive up to \$912.00 per month as a 1.000 FTE employee; up to \$684.00 as a .750 FTE employee; and up to \$456.00 as a .500 FTE employee. Should the eligible spouse or registered domestic partner no longer participate in this program, the retiree will be enrolled at the "employee only" level as stated in Section 5.a. above.
 - c. There shall be no subsequent increases in the Fixed Monthly City Contribution for an employee during his/her retirement.
6. It is the employee's responsibility to plan for retirement well in advance and take into consideration open enrollment and any other qualifying events. Employees are encouraged to contact the Human Resources Division for assistance with Retiree Insurances Program planning.
7. For further program details, refer to Administrative Regulation # 510 – Retiree Insurances Program.
8. The City reserves the right to change, amend or discontinue the Retiree insurances Program at any time for any reason.

Adopted: By City Council – February 4, 2008 – Res. No. 2008-09.
Revised: By City Council – March 18, 2013 – Res. No. 2013-20.