



EMPLOYEE HANDBOOK

A short guide to benefits and policies.



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WELCOME MESSAGE



Welcome to the City of Escanaba!

CITY HALL

This handbook is your essential resource, designed to help you navigate your role within our city government. As we work together to serve the residents of Escanaba, we encourage you to embody our values of integrity, collaboration, and dedication to public service. Public service is unique as it does not involve a product, but a process. This process is seen in how we interact with the public or your fellow employees, and it can make a *huge* impact on the residents we serve. Your contributions are vital as we strive to make Escanaba a great place to live, work, and play. Welcome aboard, and let's work together to build a brighter future for our city!



OUR VALUES

Values are the guiding principles that shape the character and identity of a community and workplace. They serve as a compass, directing us towards a brighter and more engaged future, while still allowing us to appreciate where we've come from. At the City of Escanaba, values are more than just words – they are the foundation upon which our community is built.

QUALITY SERVICE

Quality service is centered on the customer, marked by reliability, and upheld with responsibility. In simple terms, it embodies the kind of service we all desire. The City is dedicated to providing residents with top-notch service. We achieve this by listening to residents' needs, prioritizing solutions, and working hard to get the job done.

TEAMWORK

Without teamwork, Escanaba cannot thrive. It's as straightforward as that! We value teamwork because we know that only with collaboration we can truly flourish as a city and a workplace. We achieve this through shared goals, clear communication, and leading by example.

INTEGRITY

Integrity matters. It's about staying true to your word or doing the right thing, even when no one is watching. Here at this City, we believe that when everyone acts with honesty and integrity, it builds trust and respect among coworkers and residents. Plus, it just feels good knowing you're part of a team that values doing things the right way.

TRANSPARENCY

Transparency promotes clear communication and shared information, allowing employees to feel empowered to tackle the job. This openness also encourages accountability, problem solving, and eliminates ambiguity. In a transparent workplace, we're all on the same page working towards success.





COMPANY BENEFITS

Company benefits are an integral part of the employment package, offering employees essential perks beyond a salary. The City of Escanaba believes that these benefits play a crucial role in the holistic well-being of all employees and strive to offer competitive benefits that improve the physical, mental, and financial health of our employees. Below is a summary of 4 major benefits you can enjoy as an employee at the City of Escanaba.

1 HEALTH INSURANCE

Health insurance is a vital benefit that provides financial protection and peace of mind. With our BlueCross BlueShield insurance through MCTWF, you'll enjoy comprehensive coverage with minimal deductibles and copays, generous benefits and a diverse network of healthcare providers to fit your needs.

3 EAP/COUNSELING SERVICES

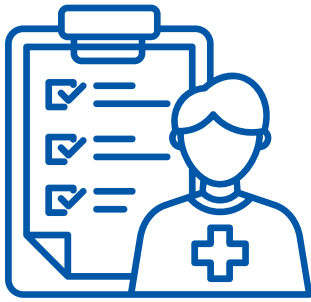
We recognize the importance of mental health. That's why we offer free Employee Assistance Program (EAP) services, allowing you the space to speak confidentially with a trained professional. Additionally, our health insurance covers counseling services, both online and in person, with a \$15 copay, ensuring accessibility for all employees in need.

2 PAID TIME OFF

Life isn't always about work. The City offers a generous PTO package so that you can enjoy your life outside of the office. Whether you're relaxing on vacation, taking care of a sick child, or enjoying a quiet day at home, rest assured that you're covered.

4 RETIREMENT

At the City of Escanaba, we believe in securing your future. With our plan, we contribute 4% upfront and match your contributions up to 3%. This means your savings grow faster, providing a solid foundation for your retirement years.



INSURANCE

The City provides a comprehensive benefit package to our employees. The City pays 80% of the cost for health and the employee is responsible for the remaining 20%. The City also pays 100% of dental and vision insurance for each full-time, permanent employee. For full-time employees that do not need the City's insurance, an opt-out in lieu of payment for 60% of their tier coverage will be paid to them on their bi-weekly paychecks. Employees can receive coverage details from the HR Department.

WHAT IS THE DEDUCTIBLE? \$100 for individual/\$200 for family **with in-network providers.**
\$200 for individual/\$400 for family **with out-of-network providers.**

WHAT IS THE OUT-OF-POCKET LIMIT? For **in-network providers**, \$1,000/family for most medical services.
For **out-of-network providers**, \$2,000/family for most medical services.

WHAT IS MY COPAY? For primary care visits **in-network** the copay is \$15. For specialty visits **in-network** the copay is \$30. Visits to an **out-of-network** provide for primary and specialist visits are 30% coinsurance. Counseling and other mental health services carry a copay of \$15 for **in-network** providers.

HOW MUCH DOES MY MEDICINE COST? **Generic prescriptions** are a \$5 copay for up to a 34-day supply. **Preferred brand prescription** are \$15 copay for up to a 34-day supply. **Non-preferred brand prescription** are \$30 copay for up to a 34-day supply. Keep in mind that some drugs will require preauthorization.

WHAT IF I HAVE AN EMERGENCY? Emergency room care is \$75 a visit for both **in and out-of-network providers.** Emergency medical transport is 10% coinsurance for both **in and non-network** providers.

WHAT IS A PPO PLAN? A PPO, or Preferred Provider Organization, offers flexibility when it comes to choosing health care options. It offers members the freedom to choose any health care provider without a referral and PPO plans are accepted by more providers which equates more provider choice.





RETIREMENT

We believe that saving for your future shouldn't be a challenge. That's why the City provides retirement benefits that fits your needs now and in the future. These options are designed to offer you the flexibility and confidence necessary to carefully plan for what lies ahead.

Please keep in mind that there may be differences in retirement benefits between union groups. The information provided is intended to serve as a general overview. For specific inquiries tailored to your circumstances, we encourage you to consult with the HR. They can offer personalized guidance regarding any variations in retirement benefits among different union groups.

403(b) PLAN The City will automatically contribute 4% of an eligible employee's gross pay and match up to an additional 3%. Once the employee selects a contribution amount, it remains fixed indefinitely. Enjoy flexible investment options to tailor your retirement savings strategy to your preferences.

457 PLAN Offers both pre-tax and post-tax contribution alternatives. Eligible employees can adjust, modify, or halt contributions at their discretion. Enjoy a range of flexible investment options to suit individual preferences.

Both plans are administered through MERs of Michigan and offers online portal access to allow employees to review investments, update personal information, and add or change beneficiaries.





FAQS

Here is some information you may find important to you that has not already been covered. More detailed information will be provided by HR or your Department Head.

HOW MUCH PTO DO I HAVE? Paid Time Off increases with your years of service in accordance with the following schedule:

Year 1	10 days	After 15 years	25 days
After year 1	12 days	After 20 years	30 days
After 5 years	17 days	After 25 years	35 days
After 10 years	22 days		

HOW DOES EAP WORK? An Employee Assistance Program (EAP) provides valuable assistance during challenging times. It's a special benefit offered by the City to help you when you're facing tough situations. With free and confidential access to counseling, it's there to support you through personal or work-related stress. We partner with Hallfrisch Counseling to provide this assistance and encourage employees to utilize this service as they need it. Contact information for Hallfrisch Counseling can be found at the end of this booklet or provided to you by HR.





WORKPLACE ETIQUETTE

Let's face it: navigating interactions with colleagues and the public can be challenging. By embracing workplace etiquette, we can truly transform the environment for the better. Here are three essential principles that pave the way for a more encouraging workplace experience:

RESPECT

Respect is the glue that holds a workplace together. It's not just about being polite; it's about recognizing the value of each individual and their contributions. When respect is present, communication flows more smoothly, conflicts are resolved more effectively, and collaboration thrives. Additionally, respecting colleagues' boundaries, opinions, and contributions cultivates a sense of mutual appreciation and enhances overall job satisfaction.

COMMUNICATION

Effective communication is the backbone of any thriving workplace. Clear communication ensures that everyone is on the same page, reducing the likelihood of misunderstandings and errors. Additionally, clear communication empowers employees to ask questions, seek clarification, and provide feedback, leading to smoother collaboration and more innovative solutions. Ultimately, prioritizing clear communication not only enhances productivity and efficiency but also strengthens relationships and fosters a positive work environment.

COLLABORATION

Collaboration enables teams to combine their unique skills and perspectives, resulting in innovative solutions and enhanced problem-solving. By working together, employees can achieve common goals more efficiently and effectively. Collaboration also encourages transparency, ownership, and open communication among team members, creating an environment where everyone's contributions are valued. We find that collaboration leads to an increased sense of motivation and collaboration; it's easy to do your best when you feel like you're being heard!





HEALTH & SAFETY

Ensuring a safe workplace is essential for employee confidence. Here at the City, we are dedicated to maintaining the safety and health of all departments. Regular inspections and assessments are conducted to identify and address any potential hazards. Additionally, we empower employees to actively participate in training programs and encourage feedback. By fostering a culture of safety and accountability, we uphold our commitment to providing a secure and supportive environment where everyone can perform their best work. Below are some general safety guidelines we ask all employees to follow. HR and your Department Head will give you more specific safety guidelines for your position during onboarding.

DUE CARE

Within your role at the City of Escanaba, employees are tasked with the responsibility of managing City assets, which may encompass vehicles, equipment, tools, office supplies, and other resources essential for daily operations. It is vital that employees exercise due care and attentiveness in handling these assets, ensuring their proper use, maintenance, and security. By demonstrating diligence in asset management, employees contribute to the effective functioning of city services.

SAFETY CLOTHING

Whether it's helmets, steel toe boots, gloves, goggles, or specialized attire, these garments safeguard against potential hazards and minimize the risk of injury. At the City of Escanaba, safety clothing is not just a requirement; it's a priority. By adhering to proper attire guidelines, employees ensure their own well-being while contributing to a safer working environment for everyone. The City offers a reimbursement program for safety clothing that we encourage you to use. Please speak with your Department Head for specifics regarding the program and your position.

DRUG FREE WORKPLACE

The City of Escanaba enforces a zero-tolerance policy for drugs and alcohol in the workplace to ensure employee safety. All employees are forbidden to use or possess alcohol or illegal drugs at any time during the workday anywhere on City premises. The City of Escanaba recognizes addiction as a health concern and urge those struggling to seek counseling and medical support. Our HR Department provides confidential assistance in finding such services. Employees can be assured that seeking help will not jeopardize their job security.



CONTACT LISTS

Below is a list of phone numbers and email addresses that you may need find helpful.

DESCRIPTION	PHONE	EMAIL/WEBSITE
JAMES MCNEIL <i>City Manager/Assessor</i>	906-786-9402 EXT. 324	jmcneil@escanaba.org
HEATHER CALOUCETTE <i>HR Director/Treasurer</i>	906-786-0552 EXT. 305	hcalouette@escanaba.org
MELISSA BECOTTE <i>Controller</i>	906-786-9402 EXT. 300	mbecotte@escanaba.org
PHIL DEMAY <i>Clerk</i>	906-786-9402 EXT. 303	pdemay@escanaba.org
CAROLYN STACEY <i>Library Director</i>	906-789-7323 EXT. 332	cstacey@escanabalibrary.org
KENT DUBORD <i>Public Works Director</i>	906-786-1842 EXT. 101	kdubord@escanaba.org
GERALD PIRKOLA <i>Electric Utility Director</i>	906-786-0061 EXT. 405	gpirkola@escanaba.org
JEFF LAMPI <i>Water/Wastewater Supervisor</i>	906-786-1301 EXT. 580 906-786-3291 EXT. 581	jlampi@escanaba.org
KIM PETERSON <i>Recreation Director</i>	906-786-1842 EXT. 101	kpeterson@escanaba.org
JOHN GUDWER <i>Chief of Police</i>	906-786-5912 EXT. 225	judwer@escanaba.org
TYLER ANTHONY <i>Planning & Zoning Administrator</i>	906-786-9402 EXT. 302	tanthony@escanaba.org
TERRY FLOWER <i>Assistant Engineer II</i>	906-786-1842 EXT. 102	tflower@escanaba.org
MARK HALLFRISCH <i>EAP Services</i>	906-786-7838	hallfrisch-eap@sbcglobal.net
MCTWF <i>Medical Insurance</i>	800-572-7687	www.mctwf.org
