

City of Sequim
Benefits Summary Non-Rep Employees
As of January 1, 2026

Health Benefits: Eligibility (medical, dental, vision) requires regular employee status working a minimum of 20 hours per week. Regular part-time employees scheduled to work 20-40 hours per week may elect health coverage by paying the pro-rated portion of hours not worked.

Medical Benefits: Non-represented employees have a choice between two medical plans through Regence Blueshield (<http://www.regence.com>). Employees pay 12.5% of monthly premium cost. Below is a brief summary of each plan. Consult Plan Summary for benefits coverage details, deductible, and co-pay requirements.

- **AWC Healthfirst 250 Plan**
 - Deductible of \$250 individual/\$750 family per calendar year.
 - Maximum out of pocket expense \$3,000 individual, maximum of \$6,000 family per calendar year.
 - No charge for preventative care/screening. 10% coinsurance for primary care/specialist visit.
 - Prescription drugs at pharmacy or via mail order; various levels of co-pay requirements.
 - Employee Assistance Plan benefits for up to 6 visits each occurrence.

- **High Deductible HSA-Qualified Medical Plan**
 - Deductible of \$1,650 individual/\$3,300 family per calendar year.
 - Maximum out of pocket expense \$5,000 individual, maximum of \$10,000 family per calendar year.
 - No charge for preventative care/screening. 20% coinsurance for primary care/specialist visit.
 - Prescription drugs at pharmacy or via mail order; various levels of co-pay requirements.
 - Employee Assistance Plan benefits for up to 6 visits each occurrence.
 - **Includes Health Savings Account through Health Equity with 2025 City contribution of \$1,650 for individuals and \$3,300 for families.**

- **Medical Opt-Out:**
 - A non-represented group employee who can demonstrate and attest to having other qualified employer-sponsored health insurance may elect to opt-out of the City of Sequim's sponsored medical coverage. Employees who elect to opt-out will receive a dollar amount equal to 50% of their total City shared cost (87.5%) of the City-sponsored medical insurance (HealthFirst 250 Plan).

Delta Dental Plan of Washington Plan F (<http://www.deltadentalwa.com>)

- 70-100% of Diagnostic/Preventative & Restorative
 - 100% Crowns & Bridges
 - 50% Partial & prosthetics
Maximum coverage during calendar year \$1500
 - Orthodontia Plan III 50% up to \$1000 lifetime maximum
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Vision Service Plan Full Family

- \$25 deductible on materials
- \$120 allowance on frames with a 20% discount on expense over \$120

When coverage begins: For new hires compensated for 80 hours or more during the first month of hire, coverage will begin the first day of the following month of employment; for new hires compensated less than 80 hours during the first month of hire, coverage will begin the first day of the second month following hire.

Life Flight Air Ambulance Membership: Covers any out-of-pocket costs for emergency medical transports provided by Life Flight Network. It is not an insurance policy, but it acts as a backup to insurance. The 2025 fee for membership is \$75. The City covers 50% of this fee for employees who are interested in joining.

Group Life Insurance

Based on annual earnings rounded to next higher \$1000. Additional employee paid life insurance can be added for employees and their spouses.

Accidental Death & Dismemberment (AD&D) Insurance

Based on annual earnings rounded to the next higher \$1000

Benefit for bodily injury or death from accidental means for the approved losses

Group Long Term Disability Insurance

60% benefit payment level is available following a 180-day waiting period

Plan includes a survivors benefit (lump sum = 3x monthly benefit)

Tuition Reimbursement Incentive Pay

To encourage and improve continued education and proficiency of employees, and after one year of employment, the City may reimburse up to 75% of tuition of courses that have been pre-approved, have a direct relationship to their job duties and are successfully completed. After completing one year of employment and prior to registering, the employee must complete the form and have Department Director approval. The employee's time is not a reimbursable expense. Attendance at job-oriented training, seminars or courses necessary to perform the employee's duties shall be paid by the City.

EAP: Employee Assistance Program – Confidential support and resources for work-life solutions, legal guidance, financial resources, etc. Call 800-570-9315 or access online at guidanceresources.com using Web ID: trusteap71

Flexible Spending Account/Dependent Care Account – Tax-advantaged savings account for medical and/or childcare expenses.

Holidays, Vacation, Sick Leave: Benefits are prorated for part-time employment.

Holidays: Holidays include the following 12 holidays, plus one floating holiday.

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	Day before or after Christmas
Independence Day	
Labor Day	

Vacation: Vacation credit is available as it is earned. An employee earns the vacation accrual amount per the table below and may accrue up to 360 hours.

	Admin Support Non-Exempt	Exempt Manager	Exempt Director
Year 1	80 hours	120 hours	160 hours
Years 2-5	120 hours	160 hours	200 hours
Years 6-10	160 hours	180 hours	220 hours
Years 10 plus	200 hours	220 hours	240 hours

Sick Leave: Sick Leave is available after 30 days of employment as it is earned. Employees shall generally accumulate sick leave at the rate of 1 day per month depending on days in pay status. Sick leave may be accumulated up to a cap of 1440 hours. Upon separation from employment, employees may cash out up to 25% of unused sick leave.

Bereavement: An employee who has a death or critical illness where death appears imminent in his/her immediate family will be granted up to 3 work days off with pay. Additional time off may be deducted from accrued vacation benefits if needed.

Retirement – PERS: The Public Employees Retirement System provides retirement benefits for public employees based on hours worked. Eligibility is based on 70 hours per month for at least 5 months of compensated employment in a 12-month period. Vesting requires 5 years participation. Benefits depend on the employee's years of public service, age at retirement and the program the employee falls within (PERS 2 or 3). Employees and the City share responsibility for contributions to this program, adjusted as directed by the Department of Retirement Systems. Please refer to the DRS website for more information: <http://www.drs.wa.gov/member/systems/pers/>.

Retirement – 457/Deferred Compensation: This is an optional employee paid deferred contribution plan through either ICMA-RC or DRS. The employee can direct how the funds are invested. Employees have to option to contribute pre-tax funds, ROTH option or both. The total contribution of both PERS and 457 cannot exceed the IRS limits (which change annually). The City will provide a match of 1% of base salary or 50% of employee contribution (whichever is lower) to an approved employee deferred compensation account.

Paychecks - Paychecks are issued semi-monthly (7th & 22nd). Time sheets must be submitted by the deadline in order to process and receive a paycheck.

Non-exempt overtime - Overtime compensation is based on Federal Labor Standards Act (FLSA). Compensation received for non-work hours, such as sick leave or vacation, will be deducted from any calculation of hours worked, before determining if overtime is due. Overtime hours must be approved in advance. Overtime compensation will be paid at the rate of time and one-half the employee's regular rate of pay. In lieu of overtime pay and subject to the rules of the Pooled Time Off Bank, non-exempt employees may elect to convert overtime hours worked to compensatory time (at the rate of one and one-half hours off per hour of authorized overtime worked), banking those hours in the Pooled Time Off Bank instead.
