

RESOLUTION NO. 136

**FRESNO LOCAL AGENCY FORMATION COMMISSION
FRESNO COUNTY, CALIFORNIA**

CONSIDER AMENDMENT TO EMPLOYEE HANDBOOK RELATED TO ADDITIONAL EMPLOYEE BENEFITS)))	AMENDED EMPLOYEE HANDBOOK RELATED TO ADDITIONAL EMPLOYEE BENEFITS
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WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 contains provisions providing for Local Agency Formation Commissions to seek independence when possible and practical; and

WHEREAS, since LAFCo became an independent agency, establishing written policies and procedures for LAFCo employees has been a high priority; and

WHEREAS, the Executive Officer prepared a report and drafted an employee handbook to establish written policies for new, non-County LAFCo employees; and

WHEREAS, on November 7, 2012 the Commission adopted and implemented the Employee Handbook and appointed an Ad Hoc Committee to review health benefits, retirement benefits, and other employee benefits to be determined and included in the Employee Handbook at a later date.

WHEREAS, the Executive Officer drafted a report and presented it to the Commission along with the recommendations of the Ad Hoc Committee.

WHEREAS, this Commission considered all relevant factors and evidence and heard all interested parties wishing to speak on said amendment.

NOW, THEREFORE, BE IT RESOLVED that the Fresno Local Agency Formation Commission does HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

This Commission approves amendments to the Employee Handbook related to additional employee benefits as shown in "Exhibit A" to be effective July 1, 2015.

ADOPTED THIS 6th DAY OF MAY, 2015, BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS SANTOYO, PEREA, PACHECO, PARRA, SILVA

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

STATE OF CALIFORNIA)
COUNTY OF FRESNO)

CERTIFICATION

I, David E. Fey, Executive Officer of the Fresno Local Agency Formation Commission (LAFCo), Fresno County, State of California, hereby certify that the foregoing resolution was adopted by the Commission on the 6th day of May, 2015.



David E. Fey, AICP, Executive Officer
Fresno Local Agency Formation Commission

STATE OF CALIFORNIA)
COUNTY OF FRESNO)

CERTIFICATION

I, David E. Fey, Executive Officer of the Fresno Local Agency Formation Commission (LAFCo), Fresno County, State of California, hereby certify that the foregoing resolution was adopted by the Commission on the 6th day of May, 2015.

David E. Fey, AICP, Executive Officer
Fresno Local Agency Formation Commission

Appendix A
Recommended Handbook Amendments

104 The Purpose of this Employee Handbook

(Introductory paragraphs to be added to the beginning of this section)

LAFCO is a public agency created by the State legislature in each county to both plan and regulate the boundaries and service areas of cities and special districts in order to prevent urban sprawl, encourage orderly governmental boundaries and promote efficient public services. Fresno LAFCo serves a vital function implementing the legislature's growth and service delivery efficiency policies. Staff supports the work of the Commission through procedural compliance with the statute, by providing useful policy analysis to the Commission, by interpreting Commission policy to the public, and by administering the day-to-day functions of the Commission.

The responsiveness, resourcefulness, and capabilities of LAFCo staff is therefore of primary interest to the Commission. In order to develop and maintain valuable staff resources, employment benefits and compensation should be sufficiently competitive, and proportionate to comparable public agencies.

411. Health, Retirement, and Other Benefits

~~The Commission is exploring health, retirement, and other benefit options for employees, but does not sponsor any group plans at this time.~~

INTRODUCTION TO BENEFITS

LAFCo has established a number of employee benefit programs for its eligible employees. Although this handbook does not restate all of the features of these benefit programs, it provides brief summaries to acquaint employees with some of the key features of the programs. It is important that employees remember that additional terms, conditions, and limitations regarding program eligibility and benefit entitlement often exist. Official plan documents should be consulted for further information regarding each benefit program. In the case of an actual or apparent conflict between the benefit summaries set forth in the handbook and the terms of the official plan documents, the provisions of the official plan documents, as interpreted in the sole and absolute discretion of the plan administrator, shall control.

In addition, while it is LAFCo's present intention to continue these benefits, the employer reserves the right, whether in an individual case or more generally, to modify, curtail, reduce or eliminate any benefit, in whole or in part, either with or without notice. Finally, neither benefit programs nor their descriptions are intended to create any guarantees regarding employment or continued employment. As noted elsewhere in the handbook, employment relationships are for an indefinite term and are terminable at will, either at the option of the employee or the employer.

412. Health Benefits

The Commission and Fresno County have a memorandum of understanding to offer LAFCo employees health benefits through the San Joaquin Valley Insurance Authority. The insurance carrier is subject to change at the discretion of the Commission. The Commission provides to its employees a contribution toward this benefit similar to that provided by Fresno County. Actual contribution will be reviewed annually and included in the Commission's annual budget.

Provider directories and specific information regarding each plan is available by clicking on the links below. Please read this information carefully.

If you have questions regarding your health insurance benefits, please call Employee Benefits at 600-1810 or connect to the County health insurance information at: <http://www.co.fresno.ca.us/DepartmentPage.aspx?id=53531>.

413. Deferred Compensation Plan

The Commission currently participates in the ICMA-RC defined contribution plan. ICMA-RC is a non-profit independent financial services corporation providing retirement plans and related services for more than a million public sector participant accounts. Its mission is to help build retirement security for public employees.

414. Defined Contribution Plan

All full-time regular employees are eligible for coverage on the first day of employment. An employee will not be entitled to receipt of contribution until the completion of three continuous years of service (the vesting period).

Benefit: under this plan, employees, once vested, will receive all proceeds resulting from contributions from Fresno LAFCo (including interest and/or other appreciation which is exempt from Federal and State taxes until payment is made to the employee) upon retirement or termination of employment.

Contributions equal to 10% of an employee's gross salary will be made by the Fresno LAFCo.

Upon termination of employment other than retirement, amounts distributed under the plan may be subject to state and federal penalties if not reinvested according to IRS guidelines. Regulations regarding early withdrawals are complex and a tax attorney or accountant should be consulted for additional information.

415. Life Insurance

The Commission provides each employee with a \$15,000 life insurance policy through the Special District Risk Management Authority or equivalent benefit vendor.

(Subsequent section numbers to be updated)