

Administrative Rule #3¹

Non Civil Service Employees Health and Welfare Programs

3.1 SCOPE

This Rule applies to officers and full time permanent employees of the Administrative and Executive Branch who are exempted from the Civil Service under Section 7-301(a), (b) and (c) of the Philadelphia Home Rule Charter, hereinafter referred to as “exempt employees.” Also included are exempt full time employees (exclusive of student interns) in positions exempted from the Civil Service under Section 7-301 (e) for a period greater than seven months.

This rule supersedes Administrative Board Rule #3 as revised December 5, 2000 and amended March 20, 2009, and shall be effective January 1, 2012.

3.2 HEALTH MEDICAL PLAN

3.21 For each exempt employee the City shall contribute toward the payment of health-medical/life insurance coverage and optional benefits under the City’s Flexible Benefits Plan an amount equal to that provided for non-represented Civil Service employees.

3.22 Upon separation from an exempt position to become pensioned under one of the City’s pension plans, the City shall continue contributions for the medical/prescription portion of the total amount provided for in Section 3.21 of this Rule as follows provided the exempt employee has ten years of credited service:

- a. For employees who retired prior to July 1, 2000, the City shall continue contributions for a period of four (4) years.
- b. For employees who retire July 1, 2000 or thereafter, the City shall continue contributions for a period of five (5) years.

The maximum entitlement for any exempt employee under this Rule shall be five (5) years.

In the event an employee covered by this rule dies within this period, the City shall continue to make the post-retirement health insurance contributions for the remaining balance of the post retirement eligibility period. This contribution shall only be made to continue to provide health insurance coverage to the surviving eligible spouse and/or eligible dependents of the deceased employee. Such survivors must have been receiving health coverage through the City contribution prior to the employee’s death and must continue to meet the eligibility requirements that existed prior to the employee’s death.

¹Established May 29, 1969. Amended April 30, 1980, February 23, 1981, June 8, 1981, December 29, 1983, August 25, 1987, May 11, 1992, December 7, 1992, November 18, 1996, December 5, 2000, March 20, 2009, March 26, 2010, February 24, 2012, September 27, 2013, March 28, 2014, December 18, 2015.

3.221 In the event an employee dies on or after January 1, 2009, and such employee would have been eligible, on the date of death, for benefits under this section 3.22 had the employee retired prior to death, any spouse or other family member who would have been entitled to benefits under this Section 3.22 shall receive such benefits to the same extent as if the employee had retired.

3.23 An employee terminating his/her employment after ten (10) years service to immediately become pensioned under one of the City's pension plans may defer his or her five (5) year period of retiree health coverage provided under Section 3.22 of this Rule, provided that such deferment will accrue no additional cost to the City. The City will make contributions amounting to the amount of money it would have spent to provide the benefits had the employee not elected to defer coverage. If health and welfare costs increase, the retiree will receive less than five years of benefits.

3.24 An employee terminating his or her employment after ten (10) years service to immediately become pensioned under one of the City's pension plans may, in lieu of a cash payment at retirement pursuant to Administrative Board Rule No. 11, Section C.10(b), elect to use all or part of his or her sick leave benefit pursuant to such Rule (thirty (30) percent of the number of days of accumulated sick leave at his or her regular rate of pay) to purchase an extension of the five (5) year period of retiree health coverage provided under Section 3.22 of this Rule. For the purposes of purchasing such extended coverage, the employee may designate accumulated sick leave in 15 day blocks. Such time shall be converted to the cash amount and reserved to pay for benefits at the end of the initial post retirement coverage at the amount of monthly cost to the City of such coverage in effect when such extended coverage period commences; provided, however, that for an employee on leave of absence from a Civil Service position, the employee may elect to pay for such benefits at the rate provided for in the Civil Service regulation applicable to such position in such size blocks as such regulation provides.

3.3 GROUP LIFE INSURANCE

All exempt employees except board and commission members shall be afforded group life insurance coverage as provided under the City's Flexible Benefits Plan. Upon retirement from City service to one of the City's pension plans, all such employees shall be afforded, at no cost to them, group life insurance coverage in an amount equal to that provided as of the date of retirement for non represented Civil Service employees, provided however, that such retiring employees must have no less than ten (10) years of credited City service.

3.4 PERIOD OF ENTITLEMENT TO BENEFITS

Effective immediately, any employee entitled to benefits under this Rule shall be entitled to receive such benefits until the end of any month in which the employee was in pay status or as otherwise provided under the Family and Medical Leave Act (FMLA). Employees on an approved medical leave of absence will be covered for basic life insurance for up to one year from the original effective date of the approved medical leave.

3.5 PART TIME WORK FOLLOWING BIRTH OR ADOPTION OF A CHILD

Employees who desire to work following the birth or adoption of a child on a part-time basis shall be permitted to do so in accordance with this policy at the discretion of the appointing authority when it is consistent with the City's operating and business needs.

When approved to do so, employees shall be permitted to work part time for a period of no more than three (3) months, during which time their health benefits shall be continued on the same basis as for full-time employees, including the same employee contribution requirements, provided that the employee works at least (20) hours per week. Employees must make the request to work part-time no later than one (1) year after birth or placement of the child and no later than the expiration of their six (6) months of maternity/parental leave under Rule 11, including any period of leave under the Family and Medical Leave Act.