

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Coordination of Benefits		Number: 22-33
		Effective Date: 10/17/2023
Departments Affected: All		Supersedes (Number/Date): Coordination of Benefits 7/1/2012
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 10/17/2023	

Overview: Employees who are on a protected leave of absence may elect to coordinate leave accruals with a wage replacement benefit such as State Disability Insurance (SDI), Paid Family Leave (PFL), etc.

Applicable to: All employees, excluding part-time employees.

Guidelines: Employees who are on a job-protected leave of absence may elect to coordinate leave accruals with a wage replacement benefit for the duration of their leave. Wage replacement benefits will be considered the primary, and leave accruals coordinated with wage replacement benefits will be considered secondary. The total compensation from accrued leaves and wage replacement benefits shall not exceed the employee's base salary.

An employee must submit a Coordination of Benefits Authorization Form at the onset of their leave of absence. Once the employee has submitted their Coordination of Benefits Authorization Form, their election may not be modified during the requested leave of absence period. However, if the employee initially elects not to coordinate their leave accruals with a wage replacement benefit, and there is a change in their leave status (e.g. FMLA/CFRA is extended by the medical provider), the employee may elect to begin coordination, effective on the date of the change. To do so, the employee must submit a new Coordination of Benefits Authorization Form to the Human Resources Department. Once an employee has elected to coordinate, that election is irrevocable until the employee either returns to work or exhausts all of their accrued leave.

Leave for an Employee's Own Serious Health Condition

State Disability Insurance (SDI) benefits are available to employees in accordance with the terms and conditions of the State Disability Insurance Program.

An employee who wishes to coordinate SDI with their leave accruals must utilize sick leave accruals prior to supplementing wage replacement benefits with any other accrued leave. Additionally, employees who may lose vacation accruals due to reaching the maximum vacation accrual amounts may elect to coordinate vacation leave accruals prior to coordinating sick leave accruals.

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If an employee is receiving a wage replacement benefit, they may elect to be in a non-paid status with the City. However, if an employee is not receiving a wage replacement benefit during a leave of absence for their own serious health condition, they will be required to utilize their leave accruals in the same sequence as described above. Meaning, the employee must first utilize sick leave prior to utilizing any other leave accruals.

Leave for an Industrial Injury

Employees who are on a leave of absence due to an industrial injury may elect to coordinate leave accruals with temporary disability payments. Employees who elect to coordinate their leave accruals with temporary disability payments must utilize sick leave prior to utilizing other leave accruals.

Temporary disability is considered a wage replacement benefit. Therefore, if an employee is receiving temporary disability payments, they may elect to be in a non-paid status with the City.

Leave to Care for a Qualifying Family Member

Paid Family Leave (PFL) benefits are available to employees in accordance with the terms and conditions of the Paid Family Leave Program.

An employee who is receiving PFL benefits to care for a qualifying family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner, or designated person) may elect to supplement the wage replacement benefit with their leave accruals. A maximum of forty-eight (48) hours of family sick leave per fiscal year may be coordinated with a wage replacement benefit. Family sick leave hours will be deducted from the employee's sick leave accruals. Upon exhaustion of family sick leave, or if the employee chooses not to utilize family sick leave, the employee may elect to utilize any other available leave accruals.

If an employee is receiving a wage replacement benefit, they may elect to be in a non-paid status with the City. However, if an employee is not receiving a wage replacement benefit while caring for a qualifying family member, they will be required to utilize their leave accruals as described above.

Leave to Bond with a Child

Up to 48 hours of Family Sick leave is available for purposes of bonding with a child. However, an employee who requests to coordinate PFL may elect to supplement PFL for bonding with any other available leave accruals once the 48 hours of Family Sick leave has been used.

If an employee is receiving a wage replacement benefit, they may elect to be in a non-paid status with the City. However, an employee who is not receiving a wage replacement benefit while on a protected leave of absence for bonding will be required to utilize any other available leave accruals other than sick leave.

Health Insurance Premium Payments

Employees on a job-protected leave of absence who are enrolled in the City's group health insurance benefit plans will continue to receive benefits at the normal premium share-of-cost basis.

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Employees who elect to coordinate: Employees who elect to coordinate their leave accruals with a wage replacement benefit during a job-protected leave of absence will have the employee portion of the share-of-cost premium deducted via payroll deduction.

Employees who have elected to coordinate and have exhausted all leave balances and job-protected leave entitlements, will receive a share-of-cost premium continuation in accordance with AP&P –22-32: Health Benefits.

Employees who elect to be in non-paid status: An employee who elects to be in non-paid status with the City during a job-protected leave of absence shall be responsible for establishing a payment plan with the Finance Department for continued payment of the employee portion of the share-of-cost premium.

Upon the exhaustion of job-protected leave entitlements, an employee who has elected to be in a non-paid status with the City will be required to pay the full premium, including the City's share-of-cost portion.

The City may end an employee's health coverage for non-payment of premiums. Should an employee miss a full or employee portion of the premium payment, they will be notified by the Finance Department that they have thirty (30) days to bring the late payment current, along with any other payments accrued in the interim. The Human Resources department will receive a copy of the notice. If no payment is received within the 30 day period, the Finance Department and/or Human Resources will notice employee and department that coverage will cancel at the end of the month.

Other Contributions/Deductions while Coordinating

An employee who is in a paid status with the City shall have their regular contributions/deductions deducted from their paycheck as customary. Conversely, during any unpaid portion of the employee's leave, payments for benefits such as deferred compensation, supplemental life insurance, a voluntary benefits plan, etc. shall be made directly to the Finance Department.

While coordinating, CalPERS contributions shall be made at the rate established in the respective MOU. Employees who have exhausted their leave accruals or elect not to coordinate wage replacement benefits with their leave accruals will not have contributions made to CalPERS on their behalf. Employees should contact CalPERS for information on purchasing service credits due to an unpaid leave of absence.

Vacation and Sick Leave Accruals while Coordinating

An employee who is receiving their regular salary in coordination with a wage replacement benefit shall receive full sick leave and vacation leave accruals. However, if an employee enters into a non-paid status for any portion of the pay period, sick leave and vacation accruals will be adjusted and prorated accordingly by Human Resources. At no time should an employee receive full leave accruals for a pay period in which the employee is in an unpaid status. See AP&P 22-37: Leave Without Pay (LWOP).

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Holiday Pay while Coordinating

If an employee is coordinating their leave accruals with a wage replacement benefit, they shall receive holiday pay in accordance with the respective MOU. Such hours shall not be deducted from the employee's leave accruals. However, if an employee is in a non-paid status with the City the day before and the day following a holiday, the employee does not receive pay for the holiday.

Seniority while Coordinating

When coordinated with an employee's leave accruals, wage replacement benefits will be considered paid time and counted towards an employee's continuous service credit. However, when not coordinating with leave accruals, time spent on wage replacement benefits alone will not count towards an employee's continuous service credit.

Coordination with Catastrophic Donations

An employee who is receiving catastrophic leave may coordinate such donations with a wage replacement benefit. Coordination of catastrophic leave with short or long-term disability will not extend the employee's benefit beyond 60 workdays.

If an employee elects to coordinate their leave accruals prior to the exhaustion of all leave banks, they must continue coordination while receiving catastrophic donations. However, they shall not accrue vacation, sick leave, or holiday pay. Additionally, the City will not contribute matching deposits to an employee's deferred compensation plan. See AP&P 22-40: Catastrophic Leave for more information.

For the use of Family Sick Leave for the purpose of caring for family members and baby bonding, please see MOU/Resolution for details.

City of Red Bluff will provide information about FMLA, but it is up to the employee to complete the form and submit it to SDI. FMLA eligibility and amounts are determined by the State Disability Office, not the employer.

Failure to Comply with Policy

An employee's qualification for leave under the Family Care and Medical Leave Policy is conditional on their complying with the policy as written; however, where the employee is not capable of complying with the policy based on an emergency circumstance, the City may, in its sole discretion, grant a late request for leave. Any such request must be presented in writing along with a factual statement of the emergency that prevented compliance with AP&P 22-38: Family Medical Leave Policy, which must be signed and submitted by the employee or employee's department head within a reasonable timeframe after the emergency.

References: Employment Development Department www.edd.ca.gov/