

2020 Benefits Summary Guide

Part-Time Employees



Benefits Plan Year 2020

Questions?

Contact

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Messages from the City of Ontario

Welcome to the City of Ontario!

In joining the Ontario team, you are now part of a high-performing and purpose-driven organization committed to delivering exceptional customer service to 177,000 residents and 10,000 dynamic businesses.

We aspire to be the premiere city of Inland Empire. To accomplish this goal Ontario recruits and hires the best. We are assembling a roster of 5-Tool Players (Leaders, Thinkers, Operators, Communicators & Public Servants) in every agency and at every level of the organization. We believe in building leaders and empowering them to fulfill their career goals in service to the community.

Again, welcome to the City of Ontario and I look forward to a long and rewarding partnership.

Best wishes,

Scott Ochoa, City Manager



Welcome to Ontario's team! As a City of Ontario employee, you help shape the quality of life for Ontario's community. Every employee plays an essential role in Ontario's mission, Approach to Public Service and achieving Council's City goals.

If you are seeking ways to enhance your social wellness, look for announcements via the City's intranet page, social media, emails and newsletters for important events such as Relay for Life (Spring/Summer), KinderGO (Summer/Fall), Department Pumpkin Decorating and Costume Contest (Fall), Ontario 5K Reindeer Run and Rudolph's Dash (Winter), and much more.

We are excited that you have joined our Ontario team and have chosen a profession in public service to make a positive impact on our community.

In health and wellness,

Angela Lopez, Executive Director Human Resources



457(b) DEFERRED COMPENSATION PROGRAM

(In lieu of social security)

457(b) Deferred Compensation is a governmental plan for retirement saving that allows employees to supplement any existing retirement and pension benefits by saving/investing pre-tax dollars through a voluntary salary contribution. Contributions and any earnings on contributions are tax deferred until money is withdrawn. Distributions are subject to ordinary income tax.

Employees in the Part-Time Employee Group shall contribute 7.5% of pay into a deferred compensation program in lieu of participation in Social Security. Employees may voluntarily make additional contributions to the deferred compensation account.

EMPLOYEE ASSISTANCE PROGRAM

Cigna Behavioral Health - Cigna Employee Assistance Program personnel will work with you and your household family members to help you resolve issues you may be facing, connect you with the right mental health professional, direct you to a variety of helpful resources in your community and more.

Take advantage of a wide range of services offered at no cost to you. You have 6 face-to-face counseling sessions with a counselor in your area. Video based sessions are also available.

Cigna can help with a range of issues including:

- Legal Assistance
- Parenting
- Pet care
- Family issues
- Grief / Death
- Suicide Prevention
- Managing stress
- Financial
- Eldercare / Care giver solutions
- Identity Theft
- Divorce/Separation
- Career
- Critical Incident Response
- Addiction

Call (877) 622-4327 or myCigna.com Employer ID cityofontario

Available 24 / 7 / 365

2020 UNITED WAY CAMPAIGN

With one in four children living in poverty in the Inland Empire, we are committed to supporting children and families from cradle to career—working to prepare youth for future self-sufficiency and create a stronger healthier community for all. **With your support, we are strategically investing in education, health and financial stability to change lives.**

Make your tax-deductible donation to IEUW today!

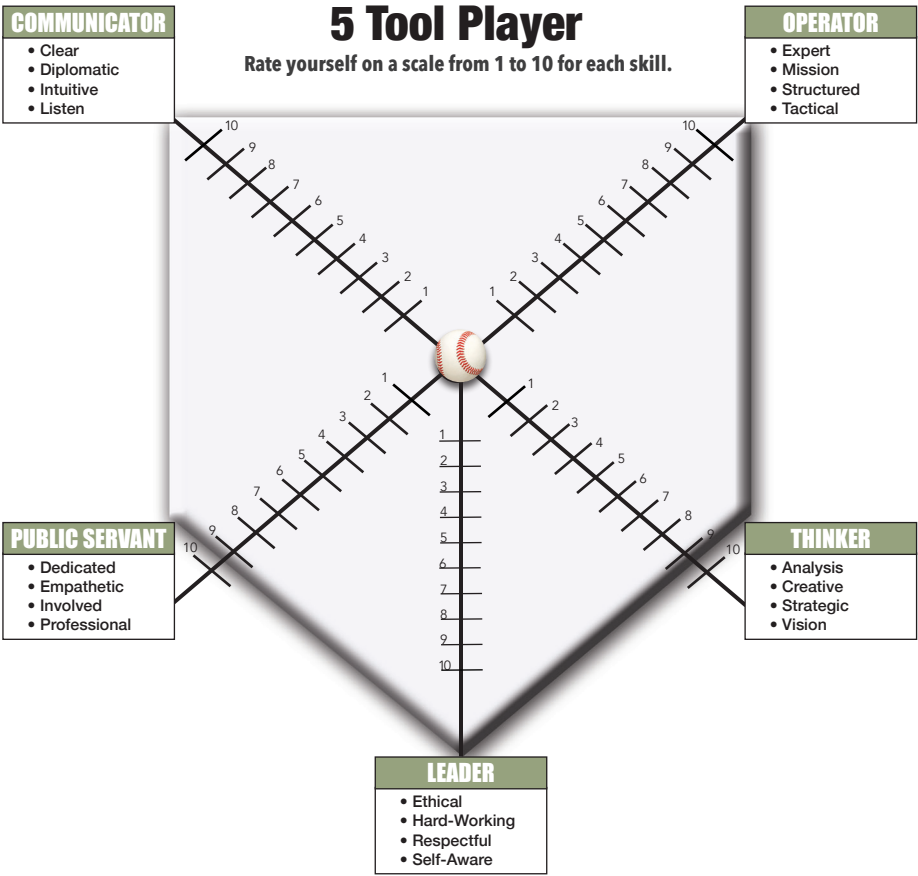
www.ieuw.org

5 Tool Player

City of Ontario

5 Tool Player

Rate yourself on a scale from 1 to 10 for each skill.



NOTES:

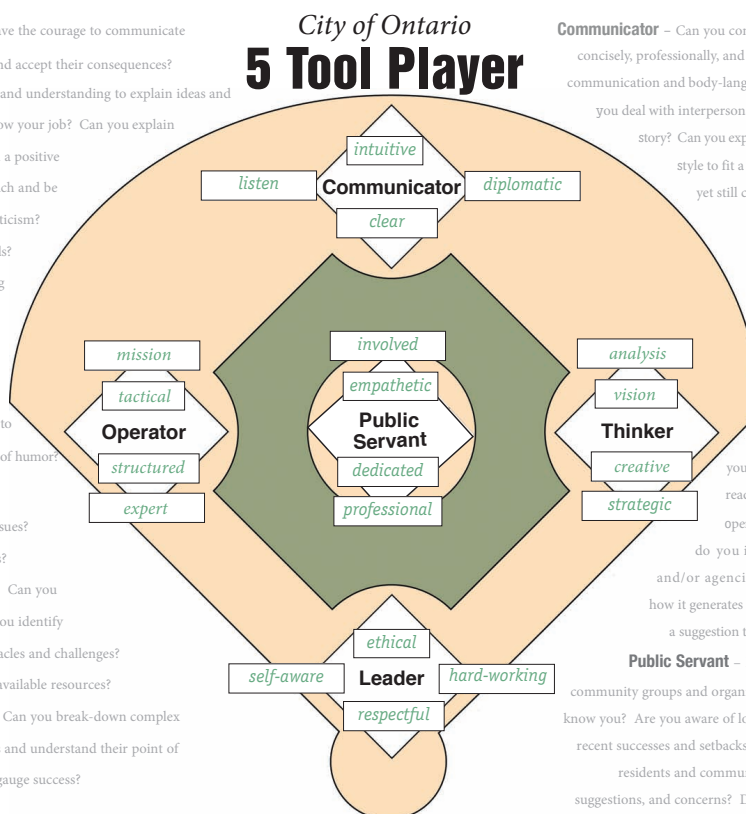
NOTES:

Are you a 5 Tool Player?

5 Tool Player

Leader – Can you empathize with others? Do you have the courage to communicate plainly and directly? Can you make tough decisions and accept their consequences? Are you honest and ethical? Do you have the wisdom and understanding to explain ideas and decisions in sensitive and respectful ways? Do you know your job? Can you explain your job? Can you get the best out of others? Are you a positive force? Do you like working with people? Can you coach and be coached? Can you provide and accept constructive criticism? Do you have the courage to stick by your beliefs and ideals? Are you able to create your own opportunities by being prepared? Are you objective and professional? Are you respectful of others and command others' respect in kind? Can you develop a vision of where you, your team and/or your organization need to go in order to be successful? Are you self-aware? Do you have a sense of humor?

Thinker – Can you think creatively? Can you think critically? Can you compare and contrast ideas and issues? Can you anticipate next steps, responses and outcomes? Are you intellectually curious? Can you solve puzzles? Can you look at issues from someone else's perspective? Can you identify multiple facets of a given issue? Can you identify obstacles and challenges? Can you make objective decisions, based on facts and available resources? Can you think strategically? Can you think tactically? Can you break-down complex issues? Can you place yourself in someone else's shoes and understand their point of view? Can you identify and create milestones to help gauge success?



Communicator – Can you communicate clearly in proper English? Do you write clearly, concisely, professionally, and with an attention to detail? Do you understand non-verbal communication and body-language? Are you aware of your own non-verbal signals? Can you deal with interpersonal conflict or do you shy away from conflict? Can you tell a story? Can you explain complex issues? Can you modulate your communication style to fit a given audience? Are you intuitive? Can you be diplomatic, yet still clear? Do you have an appropriate command of the English language and a business-appropriate vocabulary?

Operator – Do you understand the mission of the City of Ontario? Do you understand the vision of the City of Ontario? Do you know the City of Ontario's organizational structure? Are you focused on execution and getting things done? Do you understand the City of Ontario's Core Values and Code of Ethics? Are you an expert in your subject area? What do you do to stay abreast of changes in your field and current events? Do you challenge yourself to learn more about more things? Do you read for recreation and enrichment? Are you familiar with the operations of other teams, departments, and agencies? How often do you interact with employees from other teams, departments and/or agencies? Do you understand the City of Ontario's business model, how it generates revenues, and how it expends resources? Have you ever made a suggestion to your supervisor about how to increase effectiveness?

Public Servant – Do you know the "Ontario Story"? Are you involved in local community groups and organizations? Do you know local residents by name, and do they know you? Are you aware of local "hot button" issues in the community? Are you aware of recent successes and setbacks affecting the community? Do you seek out interaction with residents and community leaders? Can you listen and empathize with their issues, suggestions, and concerns? Do you treat people with respect and human dignity? Are you committed to making Ontario a better place for all?

Are you a 5 Tool Player?

Your Benefits Carrier Contact Information

Benefit	Carrier	Phone	Web
Employee Assistance Program	Cigna	770-261-7723	bridget.weber@cigna.com
Rideshare Plus Program	City of Ontario Human Resources Department	1-866-RIDESHARE	nsoto@sanbag.ca.gov
Ontario Public Employees Credit Union	202 West B Street Ontario, CA 91762	Tel: 909.984.8781 Fax: 909.984.4581	www.opecu.org

Contact your City of Ontario Human Resources Benefits Team at benefits@ontarioca.gov or (909) 395-2433 for more information on the following benefits:

- Deferred Compensation Program 457(b)

RIDESHARE PLUS PROGRAM

By ridesharing, you're helping to put the brakes on congestion and keep our skies blue. Rideshare Plus is your incentive for making the commitment to rideshare. To register for access to your one-year membership for an online savings site, powered by Entertainment.com, simply visit www.Rideshareplus.info and click on the Sign Up button. For registration questions, please contact 1-866-RIDESHARE. Rideshare Plus members have access to a coupon book for year-round savings from more than 135,000 merchants.

Dine. Shop. Save. Your Rideshare Plus program delivers big savings every day whether you're using your members' coupon book in the Inland Empire or on the go. Thanks again for ridesharing!

The Rideshare Plus program is a joint project funded by Riverside County Transportation Commission and San Bernardino Associated Governments.

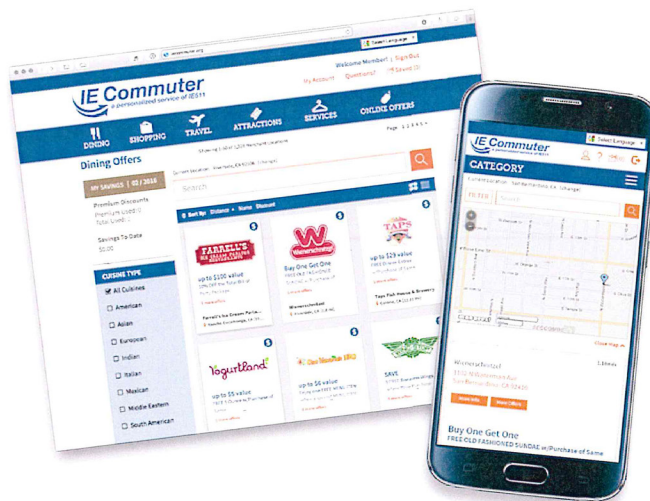
IECommuter.org



Rideshare Plus

Do you carpool, vanpool, take the bus or train, bike, walk, or telecommute to work at least five days per month?

Get access to best-in-class offers, powered by Entertainment®, the premier provider of promotions and discounts.



SIGN UP NOW at IECommuter.org or complete this application, to receive a **FREE membership** to Rideshare Plus – a program that includes access to online savings at more than 135,000 merchants locally and nationwide.

IE Commuter is a program of the Riverside County Transportation Commission and San Bernardino Associated Governments



Mission

We strengthen our community by creating and supporting lifelong reading, learning, and enjoyment.

Vision

The Ontario City Library is your place to connect to each other and the world—where you are inspired by our materials, innovative programs and services, and are delighted by our commitment to the community.

Ovitt Family Community Library

215 East "C" Street
Ontario, CA 91764-4111

Hours

Sunday: 1pm - 4pm
Monday - Thursday: 10am - 9pm
Friday - Saturday: 10am - 6pm

Telephone

909-395-2004

Colony High Branch Library (joint-use facility)

3850 East Riverside Drive
Ontario, CA 91761-2603

Hours

Sunday: Closed
Monday - Wednesday: 12pm - 8pm
Thursday - Saturday: 10am - 6pm

Telephone

909-395-2014

This benefits booklet is a summary only. It does not fully describe your benefit coverage. For details on your benefit coverage, please refer to your insurance company's Evidence of Coverage. The Evidence of Coverage is the binding document between the health plan and its members. If there are any discrepancies between the benefits in this booklet and the Evidence of Coverage, the Evidence of Coverage will prevail. You may also contact your insurance carrier with questions.



APPROACH TO PUBLIC SERVICE

Choose public service to make a positive impact on the community.

- ♣ Be Committed to the Community.
- ♣ Achieve Excellence Through Teamwork.
- ♣ Do the Right Thing the Right Way.