

## GENERAL EMPLOYEE BENEFITS

### **Paid Holidays**

Upon Hire:                      New Years Day                      Labor Day  
     Martin Luther King Day                      Veterans Day  
     Memorial Day                      Thanksgiving **and** the day after  
     4<sup>th</sup> of July                      Christmas Day  
**FOR DECEMBER 2010 ONLY:**                      **Monday After Christmas**

After six months:                      2 Floating Holidays!

IF Christmas falls on a Tuesday, you receive the Monday off with pay.

IF Christmas falls on a Thursday, you receive the Friday off with pay.

If an employee does not work their scheduled time the day before or after the holiday, they are not paid for the holiday; however, they may use accumulated sick leave to pay for the holiday.

### **Sick Leave Benefit:**

8 hours per month (12 days per year). There is no maximum accrual.

Twenty-five percent (25%) of sick-time balance is paid at the time of separation.

### **Vacation Leave (Annual Leave) Benefit: (Dept Directors receive 3 wks yrs 1-10)**

From date of hire through completion of Year 5	10 days leave per year
From Year 6 through completion of Year 10	15 days leave per year
From Year 11 through completion of Year 20	20 days leave per year
From Years 21 through completion of Year 25	20 days leave per year plus one (1) additional day for each year served with a cap of 25 days per year.

## INSURANCES & OTHER BENEFITS

**Eligibility:** Benefits are eligible to all fulltime employees scheduled to work a minimum of 40 hours per week. Employees may select Employee Only, Employee + Spouse, Employee + Child (ren) or Family coverage.

**Effective Date of Coverage:** Coverage is effective the first day of the month following 30 days of employment.

**HIPPA:** The Health Insurance Portability and Accountability Act, known as HIPPA, protects plan participants by limiting exclusions for preexisting medical conditions. The law also requires plans to adopt Group Health Plan Privacy Practices with regard to confidential medical information. The City has appointed the Human Resource Manager as the Privacy Officer.

**Choice of Medical Plans:** The city provides a choice of two medical plans through Blue Cross Blue Shield of Florida. The City pays 100% of the employee's premium. Employees pay the following for dependent coverage twice monthly:

	(Plan 1478) (100% coinsurance)	(Plan 3359) (80% coinsurance)
Spouse	\$ 228.88	\$ 146.78
Child(ren)	\$ 187.27	\$ 112.99
Family	\$ 374.53	\$ 265.07

**Dental:** The dental program is through MetLife and is a PPO (Participating Provider). The City pays 100% of the employee's premium with Metlife. Employees pay the following for dependent care coverage twice monthly:

Spouse	\$ 19.13
Child(ren)	\$ 27.42
Family	\$ 46.56

**All premiums are deducted 24 of 26 pay periods.**

**What is COBRA?** The Consolidated Omnibus Budget Reconciliation Act, known as COBRA, gives employees the right to continue their health and dental insurance coverage for themselves and covered dependents should they lose their Group Health Plan coverage in certain instances, such as termination of employment. The City's COBRA administrator is the Human Resource Manager. COBRA includes a 2% administrative fee added to the premium.

**Life:** The City pays 100% of employees' premium for coverage equal to one times the employee's annual salary.

**Disability (General Employees Only):** The City pays 100% of the employee's long-term disability premium.

**Other:** Supplemental insurances such as life, cancer, short-term disability, personal accident, etc., are available at the employee's expense. Some dependent coverage is also available at the employee's expense.

**Probation Period:** Six (6) months from date of hire with performance evaluation. There is no merit increase at this time.

**Tuition Reimbursement:** Tuition reimbursement must be approved by the Department Director and City Manager prior to the start of the course. Some restrictions may apply. Tuition is reimbursed based on USF-Tampa credit hour - 100% reimbursement for "A", 75% for B, 50% for C. 100% for Pass (on pass/fail). There is a limit of 2 courses per semester.

**Section 125 Pre-Tax (Salary Redirection) Plan:** Employees may elect to have supplemental/dependent insurance premiums deducted pre-tax. By doing so, the employee's take-home pay may be slightly higher. However, pre-tax premiums paid under this Salary Redirection Agreement may reduce compensation for Social Security tax purpose, resulting in decreased Social Security benefits at the time of retirement.

**Employee Assistance Program:** A confidential Employee Assistance Program (EAP) is available through MHNNet/UniPsych. For more information, please contact Human Resources. All inquiries are confidential.

**Retirement Plan:** For all general employees hired after 1/01/1996, the City offers ICMA (International City Managers' Association), a 401A plan. The City contributes 9% of the employee's salary each pay period to the employee's account. The employee is eligible to join ICMA after one (1) year of employment and is fully vested after five (5) years of service.

Firefighters are enrolled in Florida Retirement System (FRS) with all contributions paid by the City. Firefighters are vested after six (6) years of employment or they may opt for FRS Investment Plan with different vesting.

**Salary Increases:** Increases are negotiated through the respective collective bargaining agreements. For more information, please contact Human Resources.

**Deferred Compensation/457 Plan:** This Plan offers employees the opportunity to contribute to their own retirement by selecting investments with pre-tax dollars. The City participates in deferred compensation plan offered by ICMA, Great West and Nationwide..

**Roth IRA:** The City offers payroll-deducted contributions to Roth IRA through ICMA. This is voluntary and the amounts may be adjusted to meet your needs up to the maximum contribution allowed by law.

**Other Benefits:** In addition to Direct Deposit of your paycheck into the bank of your choice, the City offers other benefits from time-to-time such as payroll deduction for US Saving Bonds, Sam's Club, Pre-Paid Legal, etc. The City also offers many AFLAC products.

School age children of employees may enroll in after school care, holiday breaks, and summer camp at a reduced price. Please contact Human Resources for more information.

**\*If your position is covered under a collective bargaining agreement, please consult the contract for additional information. When there is a conflict between the personnel policies and procedures, the contract takes precedent.**

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