



City of Jacksonville Beach

General & LIUNA Employee Benefit Summary

The following types of leave are officially established:

Holidays, Annual Leave, Sick Leave, Military Leave, Jury Duty, Court Attendance, Funeral Leave, Personal Leave and Leave of Absence (Leave without Pay). All leaves will be granted in conformance with established rules and with the approval of the City Manager.

Holidays

Legal Holidays observed by the City are as follows:

New Year's Day January 1	Veteran's Day November 11
Martin Luther King Birthday Third Monday in January	Thanksgiving Day 4th Thursday in November
Memorial Day Last Monday in May	Day After Thanksgiving 4th Friday in November
Independence Day July 4	Christmas Day December 25
Labor Day 1 st Monday in September	Any other day proclaimed by the Mayor & Council

For employees who work Monday through Friday, if a holiday falls on a Saturday, the holiday will be observed on the Friday before. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. For all other employees, the holiday will be observed on the date it occurs.

Annual Leave

All regular fulltime and regular part-time (working 20 hours or more per week) employees are entitled to annual leave as outlined below. Part-time regular employees scheduled to work 20 or more hours per week earn paid time off based on hours worked annually.

The accrual rate for annual leave shall be on a biweekly basis (except for probationary employees) and based on the length of service for each employee determined as follows:

40 hour Employees

Time Accumulated

At end of 6 months	5 days	40 hours
At 1st Anniversary	7 days	56 hours
At 2nd Anniversary	12 days	96 hours
At 3rd Anniversary	12 days	96 hours
At 4th Anniversary	12 days	96 hours
At 5th Anniversary	12 days	96 hours
At 6th Anniversary	12 days	96 hours
At 7th Anniversary	13 days	104 hours
At 8th Anniversary	14 days	112 hours
At 9th Anniversary	15 days	120 hours
At 10th Anniversary	16 days	128 hours
At 11th Anniversary	17 days	136 hours
At 12th Anniversary	18 days	144 hours
At 13th Anniversary	19 days	152 hours
At 14th Anniversary	20 days	160 hours
At 20th Anniversary and all subsequent anniversaries	21 days	168 hours

Employee scheduled and /or working 30 hours but less than 40 hours per week shall accrue leave according to the following schedule:

Hours worked

Time Accumulate

30-34 hours per week

1-9 years service

80 hours

10+ years service

85 hours

35-39 hours per week

1-9 years service

92 hours

10+ years service

112 hours

Regular part-time employees working 20 hours or more per week shall accrue leave according to the following schedule:

Hours worked

Time Accumulated

20-24 hours weekly

45 hours per year

25-29 hours weekly

58 hours per year

Employees may use this leave upon satisfactory completion of their probationary period.

Personal leave

All full-time General and LIUNA employees eligible for annual leave shall also be entitled to a personal leave day equal to the employee's regular shift not to exceed twelve (12) hours. This leave shall be accrued for the employee January 1 of each year and may be used any time during the calendar year. At calendar year end any leave not used shall be forfeited. Employees may use this leave upon satisfactory completion of their probationary period.

Sick Leave

All regular and full-time employees (working more than 30 hours per week on a regular basis) shall be eligible for sick leave accrual. Accrual will begin the payday following the pay period in which the employee attains one (1) month of continuous service.

Sick leave shall accrue as follows:

Employees scheduled to work 40 hours per week: 3.69 hours biweekly
Employees scheduled to work 30-39 hours per week: 3.07 hours biweekly

General employees may use this leave upon 30 days continuous service. Liuna employees may use this leave upon satisfactory completion of their probationary period.

Care of Dependents

Sick leave may be granted for an employee to care for ill children or seriously ill immediate family members. Leave used will be charged against your sick leave. Leave usage for care of dependents is limited to 56 hours per year.

Employees may use this leave upon satisfactory completion of their probationary period.

Attendance Award

Employees accruing sick leave for a full calendar year and not in initial probationary status during that year shall be eligible for an attendance award that allows for the conversion of sick hours to annual leave or a cash payout. Awards are given once a year to employees who have perfect attendance or use minimal amounts of sick leave according to the following schedule:

Sick Leave Used in One Calendar Year		Award	
40-hour Work week	56-hour Work week	40-hour Work week	56-hour Work week
0	0	16	24
8 or less	12 or less	8	12

Bereavement

All regular full-time and probationary employees are eligible to receive bereavement leave proportionate to their work schedule. Up to three consecutive workdays with pay may be granted for an individual in the event of the death of an "immediate family member" in order to

attend the funeral or to take care of family affairs.

Military

Military Leave with pay shall be paid in accordance with State and Federal Law and will be granted to employees reporting for active duty as members or retired members of the active reserve units of the Armed Forces and the National Guard.

Type of Leave of Absence	Paid Time Guaranteed
Commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard engaged in training ordered under the provisions of the United States military or naval training regulations when assigned to active or inactive duty.	up to 240 working hours in any one annual period ¹
Service members in the National Guard, Florida National Guard, or a reserve component of the Armed Forces of the United States called to active military service.	up to 30 days at any one time

¹ Annual period is a rolling 12-month period measured from the date leave was last used.

Jury Duty

Any regular fulltime employee who is required to perform jury service during his normal working hours in any court (State, Federal or County) shall be paid his regular salary.

Court Duty

The employee shall be paid his/her regular salary for the hours missed due to Court Attendance, however if he/she receives remuneration other than per diem, it shall be deposited with the City Treasurer in order to receive pay for the leave period, unless prohibited by State or Federal Law.

Family and Medical Leave

Under the provisions of the Family and Medical Leave Act of 1993, if the absence is due to personal illness, family illness or parental leave the employee will not be responsible for paying their health insurance premium until after 12 consecutive weeks are missed or unless their employment is terminated. Reimbursement for these premiums may be required under these and other conditions. All other insurances (dental, life, dependent etc.), if retained during the period of absence, must be paid by the employee. Other rules and policies may apply regarding Family and Medical Leave.

Workers' Compensation

Payment of workers' compensation benefits to all employees who are disabled because of injury arising out of and in the course of performing their duties with the City will be governed by Florida Statutes.

Benefits

You will be eligible to enroll in benefits which will be effective the first of the month, after 30 days of employment.

Flexible Spending - The City offers two Flexible Spending plans; a Health Flex Spending and a Dependent Flex Spending.

Premium Conversion Plan - The City has a Premium Conversion Plan. This plan allows employees with dependent health, dental or vision insurance deductions to exclude them from federal and social security taxation. This will result in higher net take home pay for you.

Health Insurance - The City offers two health plan options through Florida Blue. One option is a Base HMO plan, which requires you to designate an in-network provider. The other option is a Premium PPO Plan, which gives you the freedom to use in-and-out of network providers.

Coverage Levels	Health Base Plan	Health Premium Plan
Employee Only	\$ 0.00	\$ 65.67
Employee & Spouse	\$141.02	\$268.30
Employee & Child(ren)	\$115.44	\$236.56
Family	\$315.59	\$516.83

Dental Insurance - The City offers three dental options through Metlife. One option is a DHMO option which requires you to designate an in-network provider. The two other options are PPO options which give you the freedom to use in- and-out of network providers.

Coverage Levels	Dental HMO-Basic	Dental PPO-Moderate	Dental PPO-Premium
Employee Only	\$0.00	\$0.00	\$9.00
Employee & Spouse	\$2.05	\$2.75	\$29.68
Employee & Child(ren)	\$3.68	\$5.70	\$31.54
Family	\$5.45	\$9.78	\$52.22

Vision Insurance - The City offers a voluntary vision plan through Advantica.

Vision Coverage Levels	
Employee Only	\$2.49
Employee & Spouse	\$4.98
Employee & Child(ren)	\$5.03
Family	\$7.92

Employer Paid Basic Life and AD&D Insurance - The City of Jacksonville Beach provides you with \$25,000 of Life and AD&D insurance through SunLife. IAFF and FOP positions may have additional life insurance provided. Online Will Preparation is available as part of your life insurance.

Supplemental Life and AD&D Insurance - You are also able to purchase additional Life and AD&D insurance through Sunlife. As a new hire, the guaranteed issue amount for employees

to enroll is up to \$150,000, \$10,000 increments up to 5 x your annual earnings to a maximum of \$500,000. Your spouse is eligible for up to 100% of employee coverage in increments of \$5,000. Children are eligible for \$5,000 or \$10,000.

Coverage over the guaranteed issue requires an Evidence of Insurability form which is available online. You must complete EOI within 30 days.

SunLife Long Term Disability -This benefit would start on the 91st day of being out of work due to a disability caused by off the job injury or illness. You would receive 60% of your monthly earnings to a maximum of \$6,000 and it would pay you until you reach your Social Security Retirement age.

Voya GAP (Hospital Confinement) -This provides a benefit if you have a covered stay in a hospital, critical care unit or rehabilitation facility. The benefit amount is determined based on the type of facility and the number of days you stay. This is a limited benefit policy.

Voya Group Critical Illness -This benefit will offer coverage should a certain critical illness or condition be diagnosed. The benefits are paid at 100% the Maximum Critical Illness Benefit amount.

Voya Group Accident -This benefit provides a benefit for specific injuries and events resulting from a covered accident while off-job. Benefits correspond with the treatment of the accident. Benefits are paid directly to you, unless you assign them to someone else.

Please note: Coverage information and rates are subject to change at any time.

Probation

As part of the City's hiring process, all General and LIUNA employees will serve a 6-month probationary period. The initial probationary period may be extended by the Department Director for up to an additional 6 months, unless otherwise approved by the City Manager.

The probationary period is a trial/test period for the employee and the City. No later than the end of the initial probationary period, employees will be evaluated by the immediate supervisor based on performance. Upon satisfactory completion of the probationary period as a new employee or following a promotion, the employee shall be eligible for a merit salary advancement. Upon satisfactory completion of the probationary period as a new employee, the employee shall be eligible for a merit salary advancement of 3% to 5% over the current rate of pay.

Performance Evaluation

At each anniversary of an employee's hire or promotion date, a performance evaluation will be conducted by the immediate supervisor. The evaluations are designed to give you a written record of how you are doing on the job and are a factor in determining annual merit increase amounts.

Wages

City's Pay Plan consists of salary grades for each title in the Classification Plan, including minimums, maximums and midpoints for each grade. In addition to the General Employees' Pay Plan, the City also administers pay plans covered by agreements with the Laborers International Union of North America (LIUNA), the International Association of Firefighters (IAFF), and the Fraternal Order of Police (FOP). Pay increases are based on a merit system as defined in the applicable Pay Plan or Collective Bargaining Agreement.

The pay frequency for all City Employees is biweekly, on a seven (7) calendar work period that begins on a Sunday and ends on Saturday. Direct deposit is required for all new employees.

Tuition Reimbursement

Full time regular employees who wish to expand their education may qualify for the City's Tuition Reimbursement Plan. With department director and the Human Resources Director approval the City will reimburse employees for classes taken successfully which relate to their City employment. The maximum amount of tuition reimbursement is \$1600 per fiscal year.

Employee Assistance Resources

The City recognizes that personal and family member problems can affect work performance and quality of life in general. In an effort to provide support and assistance to full-time regular employees and dependents, the City provides this confidential program without cost to employees and their dependents. Professional consultations cover financial matters, family communications, stress, alcohol/drug problems, emotional/psychological distress, and legal problems.

City Pension Plan

Regular employees of the City (not temporary), who work 1000 hours or more, annually, automatically become members of the Employees' Pension Plan. A deduction of 7.95% is made from your salary and is deposited into your pension account.

ICMA 457 Plan

As a City employee, you also have access to a deferred retirement 457 plan. It is very similar to a 401K and allows you to invest funds on a tax-deferred basis. It is a voluntary program and can be processed through payroll deduction.

Additional Pays

Insurance Supplement - The City provides all full-time regular employees with \$600 annually; paid bi-weekly - \$23.08.

General Employee

<u>License/Certification/Allowance</u>	<u>Annual Amount</u>	<u>Position Eligible</u>
Certified Public Accountant	\$1200	Any Department Director or Administrative, Fiscal & Related employee possessing a current Certified Public Accountant license issued by the Florida Department of Business and Professional Regulation, Board of Accountancy
Payroll Professional Certification	\$500	Payroll Specialist

Certified Golf Course Superintendent	\$1500	Golf Course Superintendent Director of Parks and Recreation
Automobile Allowance	\$4,800	City Manager Deputy City Manger Chief Financial Officer Director of Beaches Energy Director of Human Resources Director of Parks & Recreation Director of Planning & Development Director of Public Works Fire Chief
	\$3,600	City Engineer Public Works Project Engineer Property and Procurement Officer City Clerk

LIUNA Employee

<u>License/Certification</u>	<u>Annual Amount</u>	<u>Positions Qualified</u>	<u>Department</u>
Lawn & Ornamental Pesticide License or Restricted Use Lawn & Ornamental Pesticide License	\$500	Maintenance Worker I, II & III Equipment Operator Crew Supervisor General Supervisor	Grounds Maintenance
Water C License	\$500	Utility Plant Mechanic	Public Works Water or PCP
Wastewater C License	\$500	Utility Plant Mechanic Lift Station Mechanic Sr. Lift Station Mechanic	Public Works Water or PCP
Water or Wastewater C License (Dual Certification)	\$500	Utility Operators, Senior Operators & Plant Operations/Training Specialists who obtain a dual "C" License in Wastewater Operations or in Water Operations	Public Works Water or PCP
Water or Wastewater B License	\$500	Utility "C" Operators & Senior Operators Lab Technician Plant Operations/Training Specialist	Public Works
Water or Wastewater A License	\$500	Utility "C" or "B" Operators & Senior Operators Lab Technician Plant Operations/Training Specialist	Public Works

<u>License/Certification</u>	<u>Annual Amount</u>	<u>Positions Qualified</u>	<u>Department</u>
Water Distribution Technician Certificate or System Operator License	\$500	Crew Supervisor	Public Works (Dist & Collection)
Wastewater Collection Technician	\$500	Crew Supervisor Lift Station Mechanic Sr. Lift Station Mechanic	Public Works (Dist & Collection)
Backflow Tester/Repairer License	\$500	Utility Operators & Senior Operators Utility Plant Mechanics Utility Service Worker III	Public Works
Welding Certificate	\$500	Utility Plant Mechanic	Public Works
Building Inspector License	\$500	Building Codes Inspector Codes Enforcement Inspector	Planning & Development
1 & 2 Family Dwelling Inspector	\$250	Code Enforcement Officer	Planning & Development
Code Enforcement Professional	\$250	Code Enforcement Officer	Planning & Development
Plumbing or Mechanical Inspector (limited payment for one license)	\$500	Building Codes Inspector Codes Enforcement Officer	Planning & Development
Electrical Inspector (Residential & Commercial)	\$500	Building Codes Inspector Codes Enforcement Officer	Planning & Development
Federally Qualified Apprenticeship Training Program	\$500 (2yrs) \$500 (additional upon completion)	Line Truck Operator Cut In Cut Out Technician	Electric

ADDITIONAL PAYS

These monies are not payable in positions which require the certification or license as part of the minimum requirements for the position. They are payable only while the individual holds the position listed.

Additional pays are limited to \$1,500 annually to any one person except for the following position:

Title	Limit
Utility Plant Operators who obtain dual certification in water and wastewater operations.	\$2,000
