



City of Jacksonville Beach

Fire (IAFF) 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
1st Monday in September

Any other day proclaimed
by the Mayor & Council

Employees on a 56-hour shift shall receive holiday pay at straight time for 8 hours per holiday.

Employees who work these holidays shall be paid time and one-half their regular rate of pay for hours worked on a holiday, in addition to 8 hours of holiday pay.

Annual Leave

Employees shall be eligible for vacation leave subsequent to six months of continuous service with the City.

- Employees on a 56 hour shift with seniority credit of less than seven years shall receive 144 hours per year vacation leave. (5.53 hours bi-weekly)
- Employees on a 56 hour shift with seniority credit of seven years but less than fifteen years shall receive 192 hours per year vacation leave. (7.38 hours bi-weekly)
- Employees on a 56 hour shift with seniority credit of fifteen years but less than twenty

years shall receive 240 hours per year vacation leave. (9.23 hours bi-weekly)

- Employees on a 56 hour shift with twenty or more years of seniority credit shall receive 312 hours vacation leave per year. (12 hours bi-weekly)
- Employees on a 40 hour shift shall receive vacation leave in accordance with the Personnel Policies of the City.
- Employees transferring from a 56 to 40 hour shift or 40 hour to 56 hour shift shall have his/her balance of hours converted to the appropriate equivalent as determined by the City.

Personal leave

Bargaining unit employees working a 56 hour shift on the payroll January 1st of each year shall be eligible for 12 hours of personal leave per year. 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.

Sick Leave

- Employees working a 56 hours shift shall accrue 144 hours of sick leave each year. (5.53 hours bi-weekly)
- Employees working a 40 hours shift shall accrue 96 hours per year. (3.69 hours bi-weekly)

Employees transferring from a 56 to 40 hours shift or 40 hour to 56 hour shift shall have his/her balance of hours converted to the appropriate equivalent as determined by the City.

Sick accrues after 30 days from date of hire and leave may be used after 30 days.

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 72 hours per year. Employee may use leave after 30 days from date of hire.

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.

Bereavement

Employees working a 56 hour shift may be granted time off with pay to arrange and/or attend funeral services in the event of death(s) in the immediate family. Such time off shall not exceed 24 consecutive hours. This leave shall not be charged to any employee leave bank.

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

Any regular employee covered by this Agreement who sustains a temporary or permanent disability as a result of accidental injury in the course of an arising out of employment by the City shall receive all benefits required by the Workers Compensation Laws of the State of Florida.

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.

Florida Firefighters & Law Enforcement Officers Additional Life and AD&D Insurance -
The City of Jacksonville Beach provides you with \$150,000 Unlawful and Intentional Death, \$50,000 In Line of Duty, \$50,000 Fresh Pursuit benefits through AIG Life Insurance Company.

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

All employees shall be classified as probationary employees upon employment during the first 12 months of service. An employee is considered to be a probationary employee until successful completion of the first 12 months of service. If an employee is absent from a scheduled shift, on unpaid leave during the first 12 months of employment, the employee's initial hire date will be adjusted accordingly in order to extend the probationary period.

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.

Hours of Work. The average work cycle for bargaining unit members shall be as follows:

- Combat Personnel. Fifty-six (56) hours per week.
- The present schedule of twenty-four (24) hours on duty, 24 hours off duty, 24 hours on

duty, 24 hours off duty, 24 hours on duty, followed by ninety-six (96) hours off duty will remain unchanged for all employees defined as fifty- six (56) hour shift employees.

The pay frequency for all City Employees is biweekly. 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 \$1,600.00 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

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 \$23.08 bi-weekly.

Uniform Maintenance Allowance - The City provides \$35.00 monthly for maintenance of uniforms; paid \$16.15 bi-weekly.

Associate and Bachelor of Arts and Science - The City provides \$50.00, \$100.00 or \$150.00 monthly for a degree; paid \$23.08, \$46.15, or \$69.23 bi-weekly.

Voluntary Continual Education - To promote continuing education on a voluntary basis the City agrees to provide the following incentive pays:

- a) Fire Officer I - \$50.00 monthly; paid \$23.08 bi-weekly

- b) Fire Inspector - \$50.00 monthly; paid \$23.08 bi-weekly
- c) Executive Fire Officer - \$50.00 monthly; paid \$23.08 bi-weekly
- d) Special Operations (extrication, building collapse, trench, confined space, rope rescue) - \$50.00 monthly; paid \$23.08 bi-weekly
- e) Child Safety Seat Technician/Instructor - \$25.00 monthly; paid \$11.53 bi-weekly

Paramedic Additional Pay - The City provides \$300.00 monthly for maintenance of uniforms; paid \$138.46 bi-weekly.