



# City of Jacksonville Beach

## Police (FOP) 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<sup>st</sup> 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.

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### Annual Leave

Full-time regular employees in the bargaining unit will be eligible for annual leave subsequent to six months of continuous satisfactory service with the City. Annual leave shall accrue according to the following schedule:

<u>Years of Service</u>	<u>Accrual</u>
0-4 years	96 hours
5-6 years	104 hours
7-9 years	120 hours
10 years	128 hours
11 years	136 hours
12 years	144 hours
13 years	152 hours
14-19 years	160 hours
20+ years	168 hours

Annual leave may be used as earned after six months satisfactory service. Thereafter, annual leave will be accrued on a bi-weekly basis.

#### Personal leave

Full-time regular employees in the bargaining unit who have completed six (6) months of continuous satisfactory service with the City shall be eligible to receive one (1) day of annual personal leave. Leave must be taken before the end of the calendar year in which it is earned.

#### Sick Leave

All regular and full-time employees (working more than 30 hours per week on a regular basis) shall be eligible for 3.69 hours of sick leave accrual bi-weekly. Accrual will begin the payday following the pay period in which the employee attains one (1) month of continuous service. Full-time regular employees in the bargaining unit will be eligible to use accrued sick leave after 30 days continuous service with the City.

#### 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. Full-time regular employees in the bargaining unit will be eligible to use accrued sick leave after 30 days continuous service with the City.

#### Attendance Award

Employees not using any sick leave for one full calendar year shall have the option of converting 16 hours sick leave to 16 additional hours annual leave or cash. If an employee uses 10 or less hours, he/she shall have the option of converting 8 hours sick leave to 8 additional hours annual leave or cash.

#### 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 <sup>1</sup>
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

<sup>1</sup> 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

All employees within the bargaining unit who sustain an injury as a result of an accident in the course of and arising out of employment by the Employer, shall receive all benefits required by the Workers Compensation Laws of the State of Florida.

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## 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.

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### **Hours of Work**

The work cycle shall be a twenty-eight (28) day work period pursuant to the Fair Labor Standards Act 7 (k) exemption. It is understood, however, that the Jacksonville Beach Police Department is a twenty four (24) hour, seven (7) days per week operation and that nothing in this Agreement shall be construed as prohibiting the rescheduling of manpower to change shifts, or to increase, decrease, initiate, restrict and cancel a shift to suit the needs and requirements of the department. Any hours worked over 80 in a 14 day cycle shall be paid at time and one half.

### **Probation**

All employees shall be classified as probationary employees during the first twelve months of continuous, uninterrupted employment. Shorter periods of employment shall not be cumulative. That is, an employee is considered to be a probationary employee until successful completion of twelve months of uninterrupted employment. If an employee is absent in excess of 160 hours during the first twelve months of employment, the probationary period will automatically be extended for a period of time equal to all periods of absence during probation. The probationary period may also be extended for a period not to exceed an additional six (6) months at the discretion of the Chief of Police.

Upon successful mid-probation evaluation, an employee may be eligible for a merit salary advancement of 3% to 5% over 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. These amounts may be 2% to 3% of the midpoint within the employee's current pay grade.

## **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. Direct deposit is required for all new employees.

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## **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.

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## **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.

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## **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.

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## **Additional Pays**

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

**City Additional Pay** - Employees in the bargaining unit shall be entitled to receive incentive pay for receiving advanced degrees from an accredited college or university. To qualify for the incentive pay, the advanced degree must be in criminal justice or a related field. The City provides \$100.00, \$150.00, \$200.00 monthly for a degree; paid \$46.15, \$69.23, or \$92.30 bi-weekly.

**State Additional Pay** - Employees in the bargaining unit shall be entitled to receive incentive pay for receiving advanced degrees from an accredited college or university or approved career development program training courses. The City provides up to \$130.00 monthly, paid \$60.00 bi-weekly.

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