

CITY OF COCONUT CREEK
BENEFIT SUMMARY FOR CIVIL SERVICE EMPLOYEES (FLSA-EXEMPT)

HOLIDAYS: Ten paid full-day holidays and two paid half-day holidays (Christmas Eve and New Year's Eve) per year.

PERSONAL LEAVE: Full-time employees* are credited with 16 hours of personal leave on January 1st for that calendar year, which cannot be carried over from year to year.

New full-time employees* are credited with personal leave their first year based upon a 5 day work week and their date of hire as follows:

January 1st through March 31st – 16 hours
April 1st through June 30th – 12 hours
July 1st through September 30th – 8 hours
October 1st through December 31st – 4 hours

**Part- and full-time employees who work fewer than 40 hours/week are credited with personal leave on a prorated basis.*

VACATION LEAVE: Employees earn vacation leave from the date of hire based on the following schedule:

Fewer than 3 years of service:	.0385 hours vacation accrual per each regular paid hour
Completion of 3 years of service:	.0577 hours vacation accrual per each regular paid hour
Completion of 6 years of service:	.0770 hours vacation accrual per each regular paid hour
Completion of 9 years of service:	.0962 hours vacation accrual per each regular paid hour

Employees may accrue up to 240 hours of vacation leave as of the last day of the pay period including November 1st of any fiscal year. Once the maximum two hundred forty (240) hours has been reached, no further accumulation shall occur until the vacation leave balance is less than two hundred forty (240) hours. Employees shall be paid for any accumulations over two hundred forty (240) hours, one (1) time per year, up to forty (40) hours for employees with fewer than 10 years of service and up to eighty (80) hours for employees with at least 10 years of service.

SICK LEAVE - Employees accrue .0462 hours of sick leave allowance for each hour of regular paid service with a maximum accumulation of 620 hours as of the last day of the pay period including November 1 of any fiscal year. Accumulations in excess of 520 hours shall be converted for cash payment to the employee the first pay period in December at the rate of two (2) hours of sick leave for one (1) hour of pay. No more than one work week in a calendar year may be taken as sick leave due to illness within the immediate family.

JOB BASIS LEAVE - 40 hours per calendar year. (Employees hired on or after June 1st are credited with 20 hours for the first year.) Each year thereafter, full time employees are credited with 40 hours of Job Basis Leave on January 1st, for that calendar year. Job Basis Leave cannot be carried over from year to year.

LONGEVITY - Employees are eligible for longevity pay, paid as a lump sum annually, as follows:

- Upon completion of five (5) through nine (9) years of service: \$500
- Upon completion of ten (10) through fourteen (14) years of service: \$1,000
- Upon completion of fifteen (15) through nineteen (19) years of service: \$1,500
- Upon completion of twenty (20) years of service: \$2,000

GROUP INSURANCE PROGRAM (Full-Time Employees) - For each employee, the City pays the premiums for \$20,000 Basic Life insurance, \$20,000 AD&D, and Long and Short-Term Disability, and contributes towards the total premium for medical insurance. For employees selecting the High Deductible Health Plan (HDHP), employee-only medical insurance coverage is paid 100% by the City's contribution. Most employees who enroll in the City's HDHP are eligible to participate in a Health Savings Account (HSA). For those selecting a medical plan with higher premiums, dependent coverage, and/or optional benefits, employee contributions are made through bi-weekly payroll deduction. Eligibility for coverage is the first of the month following thirty (30) days of full time employment.

Proof of medical coverage is required for full-time City employees. However, employees may opt out of the City's group medical insurance and receive a pre-determined opt out payment paid bi-weekly through payroll. The City's insurance program includes a Section 125 Program, which allows eligible employees to pay for medical and dental insurance, dependent health coverage, HSA Contributions (if eligible), additional life insurance, some AFLAC policies, etc., and any other eligible insurance premiums with pre-tax dollars, and/or set aside pre-tax dollars for unreimbursed medical, dependent or elder care. Certain optional benefits, such as Legal Shield, Identity Shield, certain amounts of life insurance, and some AFLAC plans must be paid on a post-tax basis. All payments are made bi-weekly by payroll deduction. Changes to selections may only be made during qualifying periods.

PENSION/RETIREMENT PLAN - The City participates in the Florida Retirement System (FRS), which offers a choice of either a Pension Plan (defined benefit) or an Investment Plan (defined contribution). The City contributes an amount to the selected plan that is determined by Florida State Legislature. In addition, employees make a bi-weekly mandatory 3% contribution through payroll deduction on a pre-tax basis. The Pension Plan benefit is determined by multiplying 1.6% times the years of FRS service times the average final compensation based on the employee's highest paid five (5) or eight (8) years* of salary. The Investment Plan benefit is based on the performance of selected funds over time. Employees in the Pension Plan are vested after six (6) or eight (8) years of service*; vesting is after one (1) year of service for the Investment Plan. Normal Retirement for the Pension Plan is age 65 with six (6) or eight (8) years of service or 33 years of service at any age, whichever occurs first. Early Retirement is any age after six (6) or eight (8) years*, but less than 33 years of service (There is a penalty of 5% per year under age 65.) There is no age requirement that must be met to receive a benefit under the Investment Plan, provided the one (1) year vesting requirement has been met ****Please Note: If you have recently retired from FRS, please check the FRS website at <http://frs.myflorida.com> to review new provision changes pertaining to re-employment restrictions before applying.****

**Age and years of service for vesting and early retirement requirements are lower for those enrolled in FRS prior to July 1, 2011. Average final compensation is based on five years for those enrolled in FRS prior to July 1, 2011, and eight years for those enrolled on or after July 1, 2011. Positions designated as "special risk" may have a different benefits multiplier, vesting requirement, and early retirement age.*

Employees may also make voluntary contributions to a 457 Deferred Compensation Plan or Roth IRA Plan with ICMA-RC, pursuant to IRS guidelines.

EDUCATIONAL REIMBURSEMENT (Full-Time Employees) - Employees who have completed their probationary period are eligible to participate in the Tuition Reimbursement Program. With approval of the course(s) and subject to availability of funds, employees may be eligible for reimbursement of 100% for a grade of A, 75% for a grade of B, and 50% for a grade of C. The maximum tuition reimbursement available to any employee shall be the equivalent of (18) credit hours per fiscal year at either the State of Florida community college level or the State of Florida university level.