

**CITY OF  
DELRAY BEACH  
FULL-TIME  
EMPLOYEE BENEFITS  
SUMMARY  
GENERAL  
CIVIL SERVICE  
EMPLOYEES**

BENEFITS	EMPLOYEE RECEIVES	ELIGIBILITY
<u>Vacation</u>	First to Third Year -12 days per year (8 hours per month) Third to Seventh Year -14 days (9.33 hours per month) Seventh to Eleventh Year -16 days (10.66 hours per month) Over Eleven Years -18 days (12.00 hours per month) Maximum accumulation- 36 days (288 hours) Earned, unused vacation paid to beneficiary or estate in case of death Earned, unused vacation paid to terminated employee (in good standing) with 1 year of service and 2 weeks notice	Eligible to use accrued vacation after one (1) year continuous service
<u>Sick Leave</u>	12 days per year (8 hours per month) Maximum accumulation -140 days (1,120 hours) Unused sick leave paid to terminated employee (in good standing) who gives 2 weeks notice as follows: <ul style="list-style-type: none"> <li>• 0-5 years service, 0 %</li> <li>• 5-10 years service, 25% (maximum 560 hours)</li> <li>• 10-15 years service, 50% (maximum 560 hours)</li> <li>• 15-20 years service, 75% (maximum 560 hours)</li> <li>• Over 20 years service, 100% (maximum 560 hours)</li> <li>• Over 20 years service, retiring under General Employee's Plan will receive 100% (maximum 1,120 hours)</li> </ul>	After 6 months continuous service
<u>Donated Sick Leave</u>	Covers the period between the time an employee's own accrued leave bank has been used up and the 60 day waiting period required by the Long-Term Disability Plan. The request for donated time shall not exceed a maximum of 60 days less the accrued leave time bank of the individual.	
<u>Family Medical Leave</u>  FMLA of 1993 Section 108 of Personnel Policies	Entitled to twelve (12) unpaid work weeks of leave during a twelve (12) month period for: <ul style="list-style-type: none"> <li>• Birth or care for, placement for adoption or foster care for child</li> <li>• Serious health condition of spouse, child or parent</li> <li>• Serious health condition of employee</li> </ul> Employee returned to same or equivalent position with no loss of seniority or benefits Employee required to continue to pay health care premiums for dependents and voluntary insurance plans.	Eligible after one (1) year of service
<u>Holidays</u>	10 paid holidays to include: New Year's Day,	Immediate

	Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve, Christmas Day	
<b><u>Personal Holiday</u></b>	1 day per year (employee selection)	After 6 months continuous service
<b><u>Jury Duty</u></b>	Paid leave for jury duty	Immediate
<b><u>Training Course Leave</u></b>	Paid leave for conferences, conventions, workshops	Immediate
<b><u>Reservist Training Pay</u></b>	Up to 17 days paid leave annually	Immediate
<b><u>Bereavement Leave</u></b>	Up to 3 days leave for death of family member 5 days leave for out of state deaths	Immediate
<b><u>Exempt Employee's Personal FLSA Days</u></b>	For employees exempt from overtime, 2-5 personal days dependent upon position	6 months continuous service
<b><u>Retirement Plan</u></b>	Defined benefit plan Basic benefit is 2.5% of average monthly earnings (highest paid 24 months out of last 120 months divided by 24) per year of credited service Normal retirement at age 60, early retirement at age 55 Vesting starts at 5 years, 100% vested at 10 years Disability, life, and pre-retirement death benefit provisions Employee cost 2% of salary. Employer cost- sufficient funds to make Fund actuarially sound	1 year of service to enter Plan  Plan will cover 1st year of service once the employee enters the Plan
<b><u>Deferred Compensation</u></b>	Professionally managed ICMA 457 Plan Employee contributes on a pre-tax basis up to 100% of taxable compensation after reduction for 457 deferrals or \$13,000. Employees over age 50 may contribute an additional \$3000.	Immediate
<b><u>Deferred Compensation for Asst. Department Heads, Division Heads, and Key Employees</u></b> Administrative Policy EB-15	City contributes up to 3% to match an employee contribution into 401A Plan or 457 Plan up to 100% of taxable compensation after reduction for 457 deferrals or \$14,000. Employees over age 50 may contribute an additional \$4,000	Immediate
<b><u>Life Insurance</u></b>	Assistant City Attorneys, Police Legal Advisors, Assistant Department Heads, Division Heads, Battalion Chiefs, and Police Lieutenants earning \$75,000 or more annually - \$100,000 Assistant City Attorneys, Police Legal Advisors, Assistant Department Heads, Division Heads, Battalion Chiefs, and Police Lieutenants earning less than \$75,000 - \$75,000 All other active employees earning \$60,000 or more annually - \$75,000 All other active employees earning \$40,000 but less than \$60,000 - \$60,000 All other active employees earning less than \$40,000 annually - \$40,000 Accidental death & dismemberment in same amount Value of insurance reduced to 65% of original amount at age 65 Value of insurance reduced to 50% of original amount at age 70 City pays all costs of life insurance plans, no employee costs	First day following 30 consecutive days of employment.  Coverage ends upon termination of employment. Retiring employees may elect to continue Life insurance.
<b><u>Worker's Compensation</u></b>	Medical care expenses and loss-of-pay benefits for work related injuries and illnesses per State Statute. <b>NOTE:</b> City compensates employee for a period of 90 calendar days to maintain full	Immediate

	base pay; to commence when initiated by employee.	
<b><u>Long Term Disability Insurance</u></b>	Off-duty and on-duty injury or illness disability insurance.  60% of salary paid for duration of disability; two-year maximum benefit for mental illness, alcoholism and drug abuse.  Premium paid 100% by the City.	After one month of active service. <b>Note:</b> LTD has a 60 calendar day benefit waiting period.  Employee must also file for social security disability.  Coverage ends upon termination or retirement.
<b><u>Health Insurance</u></b>	Cigna HealthCare  Choice of three plans:	30 days of employment for both employee and dependent coverage  Coverage ends at midnight on the last day of the month following the employee's termination.
Network is a managed care plan (HMO). In-network services only.	All services must be performed by the Primary Care Physician (PCP), referred by the PCP or approved by the local Cigna Health Plan. No deductibles or claim forms; unlimited lifetime maximum; \$10 copay office visit; inpatient/outpatient hospital services – no charge. Includes prescription and vision care benefits.	City pays for employee; payroll deduction for dependents (s). Requires payment (1) month in advance). May elect deduction on a pre-tax basis.
Network Point-of-Service is a managed care plan in-network (HMO); Point of Service out-of-network (POS).	All in-network services must be performed by the PCP, referred by the PCP or approved by the local Cigna Health Plan. No deductibles or claim forms in-network; unlimited lifetime maximum. In-network office visit copay \$20; \$250 per admission hospital inpatient copay; \$75 outpatient copay. Out-of-network \$300 annual deductible (\$900 family). Most out-of-network services covered at 80% of usual and customary after deductible. Includes prescription and vision care benefits.	City pays for employee; payroll deduction for dependents (s). Requires payment (1) month in advance). May elect deduction on a pre-tax basis.
Preferred Provider Option (PPO). Open access to providers – no PCP required.	In and out-of-network services. Unlimited lifetime maximum; In-network office visit copay-\$20; all other in-network services subject to \$200 annual deductible (\$600 family) and 10% coinsurance. Out-of-network services subject to deductible, reasonable and customary charges and 30% coinsurance. Includes prescription benefit. No vision care benefit.	Employee contributions required for employee and dependent coverage. Requires payment (1) month in advance. May elect deduction on a pre-tax basis.
<b><u>Employee/Dependent Assistance Program (EAP Program)</u></b>	Magellan Behavioral Health City has an independent third party professional firm that can be used by employees and dependents free of charge for counseling on common employee and family problems to include family, marital, work-related, legal, alcohol abuse, drug abuse, emotional, physical, financial, and special services	Immediate
<b><u>Dental Plan</u></b>	CompBenefits  Choice of three plans:	First of month after 30 days of employment.  Employee pays through payroll deduction. May elect deduction on a pre-tax basis.  Coverage ends on the first of the month following the employee's termination.

CSO 150 (HMO Dental Plan).	Preventive dental care and minor restorative (i.e., amalgam fillings) at no charge; major restorative dental care at discounted fees. Office visit \$5.00 copay. Must select a CS150 Dental Plan participating general dentist for routine care. May only use participating CS150 Dental Plan specialists for non-routine care (Endodontists, Oral Surgeons, Orthodontists, Pediatric Dentists and Periodontists).  Payments based upon service fee schedule.	
Elite Preferred 505 (PPO Dental Plan)	Dental care with in-network benefits (PPO) and out-of-network benefits (dentist of your choice). The plan reimburses a percentage of eligible expenses based on your utilization of in-network or out-of-network services. Annual \$50 deductible on basic and major dental services; diagnostic and preventive services not subject to deductible. \$1,000 maximum annual benefit per covered individual	
Advantage AVF3 (EPO Plan).	Routine preventive care and other services with an Exclusive Provider Organization (EPO). Benefits are available to members who receive care from Advantage in-network providers only. At the time of services, you pay the dentist for any applicable co-payment according to the plan's schedule of benefits. No co-payment for regular office visits and no co-payments for routine services, such as teeth cleaning and x-rays. No pre-selection of participating providers. The Advantage Plan provides a network of more dentists and specialists with no referrals required. You simply select a participating dentist or specialist and schedule your appointment.	
<b><u>VisionCare</u></b>	CompBenefits Offers you and your family a benefit option that covers all routine eye care, including eye exams and eyeglasses (lenses and frame) or contact lenses.	1 <sup>st</sup> of month after 30 days employment. Employee pays through payroll deduction. May elect deduction on a pre-tax basis.
<b><u>Supplemental Insurance</u></b>	AFLAC Policies to provide coverage in addition to Employer sponsored plans. Current policies include Accident, Short-Term Disability, Sickness, Cancer, Heart and Life. All policies pay benefits directly to you regardless of any other plans.	30 calendar days from date of hire. Employee pays through payroll deduction. May elect deduction on a pre-tax basis except for Life and Short-Term Disability.
<b><u>FSA Plan (Flexible Spending Account)</u></b>	AFLAC A Flexible Spending Account enables you to redirect a portion of your salary on a pre-tax basis for Dependent Child Care or Unreimbursed Medical Care.	30 calendar days from date of hire Employee pays through payroll deduction. May elect deduction on a pre-tax basis.
<b><u>Social Security</u></b>	Social Security retirement, disability and insurance benefits City contributes 7.65% of salary Employee contributes 7.65% of salary	Immediate
<b><u>U.S. Savings Bonds</u></b>	Employee may buy bonds through the payroll deduction plan	Immediate
<b><u>Direct Deposit</u></b>	Employees can elect to have their payroll checks directly deposited to their checking, savings, or credit union account(s) generally resulting in free checking services at their bank	Immediate
<b><u>Educational Assistance</u></b>	City promotes continuing education of employees Free in-service training programs, outside seminars and programs	1 year, non-probationary employees

	tuition, books, supplies and lab fees reimbursed at 100% of State rates for grade of "C" or better at an accredited school or university, "B" or better for graduate work Reimbursement of full City cost is required if employee leaves within 1 year of the last class	
<b><u>Employee Suggestion Program</u></b>	City awards employees for suggestions that result in savings, either monetary or efficiency, improved services to the public, for safety suggestions, and for work deserving of special merit consideration Suggestions are reviewed by the Employee Suggestion Committee and must be approved in order to receive an award	
<b><u>Use of Personal Car for City Business</u></b>	\$.33 per mile or car allowance for those authorized individuals based upon certain mileage categories	Immediate

Employees are subject to (1) Civil Service Regulations, (2) Personnel Policies, and (3) other internal policies and procedures

**OTHER BENEFIT INFORMATION**

Workweek (Payroll Start Date)- 12:01 a.m. Saturday

Workweek (Payroll End Date)- 12:00 midnight Friday

Normal workday- 8:00 a.m. to 5:00 p.m. Monday through Friday, unless otherwise authorized by City Manager.

Workday and workweek for Fire and Police employees shall be compatible with department operation.

THE INFORMATION PROVIDED BY THIS EMPLOYEE BENEFITS SUMMARY IS FOR INFORMATIONAL PURPOSES, IT IS NOT AN OFFICIAL DOCUMENT OF THE CITY AND IS ONLY A GENERAL GUIDE AS TO BENEFITS, THEREFORE, THE CITY DOES NOT MAKE ANY CLAIM, PROMISE OR GUARANTEE ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED IN THE SUMMARY.