

**CITY OF
DELRAY BEACH
FULL-TIME EMPLOYEE
BENEFITS SUMMARY
GENERAL
DEPARTMENT HEADS**

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"> • 0-5 years service, 0 % • 5-10 years service, 25% (maximum 560 hours) • 10-15 years service, 50% (maximum 560 hours) • 15-20 years service, 75% (maximum 560 hours) • Over 20 years service, 100% (maximum 560 hours) • Over 20 years service, retiring under General Employee's Plan or a deferred compensation retirement system will receive 100% (maximum 1,120 hours) 	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. An employee who is unable to work for 30 calendar days or more due to a serious health condition, can request approval to receive a donation of accrued leave from other City employees. 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 Administrative Policy EB-16	Entitled to twelve (12) unpaid work weeks of leave during a twelve (12) month period for: <ul style="list-style-type: none"> • Birth or care for, placement for adoption or foster care for child • Serious health condition of spouse, child or parent • Serious health condition of employee 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, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving	Immediate

	Day, Christmas Eve, Christmas Day	
<u>Personal Holiday</u>	1 day per year (employee selection)	After 6 months continuous service
<u>Jury Duty</u>	Paid leave for jury duty	Immediate
<u>Training Course Leave</u>	Paid leave for conferences, conventions, workshops	Immediate
<u>Reservist Training Pay</u>	Up to 17 days paid leave annually	Immediate
<u>Bereavement Leave</u>	Up to 3 days leave for death of family member 5 days leave for out of state deaths	Immediate
<u>Exempt Employee's Personal FLSA Days</u>	5 personal days	6 months continuous service
<u>Retirement Plan</u>	<p>Defined benefit plan</p> <p>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 (maximum 30 years)</p> <p>Normal retirement at age 60 with 10 years of service or 30 years service regardless of age.</p> <p>Early retirement at age 55 with 15 years service or 20 years service regardless of age.</p> <p>Spouse/Dependent Benefits</p> <p>Vesting starts at 5 years, 100% vested at 10 years</p> <p>Disability, life, and pre-retirement death benefit provisions</p> <p>Employee cost 2.5% of salary.</p> <p>Employer-sufficient funds to make Fund actuarially sound</p>	<p>1 year of service to enter Plan</p> <p>Plan will cover 1st year of service once the employee enters the Plan</p> <p>City Manager, Asst. City Manager, City Attorney, Asst. City Attorneys, and Department Heads may opt out of this Plan.</p>
<u>Deferred Compensation for Department Heads that are in Pension Plan</u>	<p>Professionally managed ICMA 457 Plan or 401A Plan</p> <p>Employee contributes on a pre-tax basis up to 100% of taxable compensation after reduction for 457 deferrals or \$15,500.</p> <p>Employees over age 50 may contribute an additional \$5000.</p> <p>Employee receives a 3% match that can be contributed to the 457 or 401A Plan.</p>	Immediate
<u>Deferred Compensation for Department Heads that opt out of Pension Plan</u>	<p>Professionally managed ICMA 457 Plan or 401A Plan</p> <p>City contributes 9.5% of employee's annual compensation up to a maximum limit of \$15,500 (457 Plan). If employee is over age 50 the limit is \$20,500.</p> <p>City contributes up to 3% match of employee's annual salary into 457 Plan or 401A Plan.</p>	Immediate
<u>Employee/Dependent Assistance Program (EAP)</u>	<p>CIGNA Behavioral Health</p> <p>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</p>	Immediate
<u>Social Security</u>	<p>Social Security retirement, disability and insurance benefits</p> <p>City contributes 7.65% of salary</p> <p>Employee contributes 7.65% of salary</p>	Immediate
<u>U.S. Savings Bonds</u>	Employee may buy bonds through the payroll deduction plan	Immediate
<u>Direct Deposit</u>	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
<u>Educational Assistance</u>	<p>City promotes continuing education of employees</p> <p>Free in-service training programs, outside seminars and programs, 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"</p>	1 year, non-probationary employees

	or better for graduate work. Reimbursement of full City cost is required if employee leaves within 1 year of the last class	
<u>Employee Suggestion Program</u>	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	Immediate
<u>Use of Personal Car for City Business</u>	\$.44 per mile or car allowance for those authorized individuals based upon certain mileage categories	Immediate
<u>Car Allowance</u>	City Manager and City Attorney receive car allowance provided in contracts Assistant City Manager and designated non-public safety department heads who maintain significant field responsibility call-back or attendance at meetings outside normal hours receive a car allowance.	Immediate

For information on Group Benefits, refer to the following link under Employee Benefits:
City of Delray Beach Employee Benefit Handbook 2007-2008

Employees are subject to (1) Personnel Policies

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.