

SENIOR MANAGEMENT SERVICES 2009 BENEFITS INFORMATION SHEET

The Senior Management Service is comprised of managers whose primary duty is to manage a division or to plan and administer County program activities or capital improvement projects. This summarizes the benefits available to Senior Management Service employee and is only intended as a guide. More detailed information on the plans and programs is located in Benefits Booklet, Plan Documents and Policies, Personnel Policies and in Human Resources.

LEAVE PROVISIONS

Annual (vacation) leave is accrued at the rate of 10, 12, 14, 15, and 16 hours a month for up to 5, 5 to 10, 10 to 15, 15 to 20, and over 20 years of service, respectively. Creditable service for accrual rate purposes shall include state or eligible local government service as long as any break in service prior to County employment **does not** exceed thirty working days. Annual leave accrual may not exceed 240 hours as of October 1 each year.

SICK LEAVE

Sick leave is accrued at the rate of eight (8) hours a month with unlimited accumulation. Up to 240 hours of unpaid sick leave credits may be transferred from prior state or eligible local government employment as long as any break in service prior to County employment **does not** exceed thirty working days.

SICK LEAVE POOL

The Sick Leave Pool enables a participating employee to continue to receive sick pay in the event of a long-term inability to work. All employees may voluntarily participate in the Employee Sick Leave Pool. To be eligible, you must have completed one year of employment with the County and have 64 hours of unused sick leave credits at the time of enrollment. Open enrollment periods are held every six (6) months (April and October).

Other Leave.

Also contained in the Personnel Policies are other types of leave such as FMLA, Military Leave, Administrative Leave, and Workers' Compensation Leave to meet the needs of employees.

HEALTH INSURANCE

County employees may choose from two Health Plans: Capital Health Plan (CHP) or Blue Cross Blue Shield (BCBS). **Please note that part-time employees are eligible after 2 years of service during the open enrollment period & ops employees are not eligible for health insurance.** Further information and current rates are available from the Human Resources Division.

OPT-OUT PROGRAM

Employees may elect to "opt-out" from purchasing health insurance provided by the County by providing proof of other health/medical insurance coverage and will receive a \$300 "opt-out" incentive on a monthly basis. Leon County employees, whose spouse is also employed and receives insurance paid by Leon County, **are not** eligible to participate in the opt-out program.

LIFE INSURANCE

The County provides life insurance coverage in the amount equal to two (2) times annual salary (rounded to the higher thousand) with the availability to purchase an additional one (1) times annual salary for a minimum amount of \$.43 per thousand and Dependant Life at specified rates based on coverage selected. Also included is double indemnity for accidental death.

DISABILITY INCOME PROTECTION

Disability income protection, over and above sick leave, equal to 75% of pay for three (3) months after sick leave is exhausted is also provided. This can be supplemented by available annual leave credits to receive full pay.

WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance for any job-related injury. All job-related injuries, no matter how minor, must be reported immediately.

The following employee's voluntary contribution insurances are available through payroll deductions.

DENTAL INSURANCE

The Dental Plan is with Guardian Dental which provides for 3 plan options that employees may choose from. The plan emphasizes preventive care as well as coverage for basic and major services. The plan provides reimbursement based on a fee schedule or usual and customary charges depending on the plan option available.

VISION INSURANCE

Advantica Vison- provides benefits that offers you and your family a benefit option that covers all routine eye care, including eye exams and eyeglasses (lenses and frame) or contacts.

LONG TERM DISABILITY INSURANCE (LTD)

UNUM/Provident LTD provides a benefit that replaces a portion of your income in the event that you become disabled and can not work due to an accident or sickness. Some of the highlights of the plan are: guaranteed issuance, income received is tax free, 24 hours a day coverage for accident and sickness, benefits are payable to age 65, partial disabilities are payable to age 65, maternity is covered as any other illness, and rehabilitation benefits are payable in addition to your monthly pay check.

OTHER INSURANCES AVAILABLE

Reliance Standard Life Insurance-provides the option to purchase additional term life insurance for employee, spouse and children.

Colonial Life & Accident Insurance Company - provides Disability, Specified Injury, Hospital Income, Cancer and Intensive Care coverages.

(AFLAC). Provides Cancer, Intensive Care, Accident & Disability, and Hospital Indemnity Insurance.

ARAG - A pre-paid legal service insurance plan.

FLEXIBLE SPENDING ACCOUNT PROGRAM

The County has a Flexible Spending Account plan that is administered by FBMC. This plan allows eligible employees to pay for any eligible dependent care expenses and/or medical, dental or vision expenses not covered by insurance or any other plan. The amounts are payroll deducted on a pre-tax basis (before taxes are deducted), allowing you to pay your eligible expenses tax-free. Employees may have up to \$5,000 deposited in the Medical Account and \$5,000 in the Dependent Care Account.

FLORIDA RETIREMENT SYSTEM

All Senior Management Service employees are automatically covered by the Florida Retirement System (FRS). This is paid in full by the County.

DEFERRED COMPENSATION

This program allows you to defer and invest a portion of your income and the taxes on that income to provide supplemental retirement income, as well as for other purposes. The County offers three deferred compensation programs sponsored by ICMA/RC, VALIC and NACO. If you are interested in participating or would like more information, you may contact the Human Resources Division. The Retirement Match savings program is available to employees earning less than \$50,000 per year.

HOLIDAYS

New Year's Day	Martin Luther King Jr. Day	Memorial Day
Independence Day	Labor Day	Veteran's Day
Thanksgiving Day	Friday After Thanksgiving	Christmas Day

If a holiday falls on a weekend, it will be observed on the Friday before or the Monday after the day of the holiday.

Three (3) extra holiday called a "Swing Holiday" is given to all employees after six (6) months of employment. The "Swing Holiday" can be taken at the discretion of the employee, providing the supervisor approves the holiday in advance. The Swing Holiday must be used by December 31st of each year.

TUITION ASSISTANCE PROGRAM

Tuition Assistance is a benefit offered to full time employees to attend college courses to pursue a degree. The County reimburses employees who successfully complete their coursework with an A or B at 100% and 50% for grades of C. Participation must be approved in advance, and the amount of reimbursement is based upon the employee's final grade in the course.

CREDIT UNION

Any County employee is eligible to join the Tallahassee-Leon Federal Credit Union at 580 Appleyard Drive. Deposits and loan payments may be made through payroll deduction.

ANNUAL EVALUATION/PAY INCREASES

Senior Management Service positions are assigned to the Senior Management Service salary schedule. Senior Management Service employees receive annual evaluations upon which their annual pay increases are based. The County Administrator may award an annual increase based on the performance record of the employee, effective the beginning of the fiscal year, October 1.

PARKING

Senior Management Service personnel are provided a parking space at their assigned workplace, at employee cost under the Parking Policy. The cost is to be paid by payroll deduction if the space is desired.

SEVERANCE PAY

In the event an Senior Management Service employee is terminated, unless for cause, he or she may receive at least one (1) month severance pay. An additional month of pay is allowed for each year of service over two (2) years, up to a maximum of six (6) months. **Please note that this is contingent upon the approval of the County Administrator and the execution and submission of a General Release.**

PROFESSIONAL MEMBERSHIPS

The County will finance professional memberships and job-related professional developmental activities, including educational reimbursement - subject to Board approval during the budgeting process.

RELOCATION EXPENSES

The County will pay for any moving expenses in an amount not to exceed \$1,000 to potential Senior Management Service employees who must relocate to our area. Moving expenses will include the actual cost of moving goods and property, any storage charges, and insurance charges *as long as the expenses do not exceed \$1,000.*