# Board of County Commissioners

INTER-OFFICE MEMORANDUM

DATE: September 30, 1992

TO:

FROM: Brenda Trimble, Personnel Director

SUBJECT: Senior Management Benefits

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Effective October 1, 1992, your position will be categorized as Senior Management. This category includes positions meeting the following criteria:

> "Members of the management team whose primary duty is to manage a division or to plan and administer County program activities or major capital improvement projects; has authority to use discretion and judgment in administering program(s); may act on behalf of the Department or Division Director; may have the responsibility to hire and fire; and may execute special assignments of a sensitive nature."

This category of positions has a Right of Appeal to the County Administrator in cases of termination.

Attached is a benefits information sheet which details the entitlement associated with this category.

Please feel free to contact me if you should have any questions.

/bt
Attachments

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# SENIOR MANAGEMENT SERVICE

## BENEFITS INFORMATION SHEET

We would like to warmly welcome you as a member of the Leon County Board of County Commissioner's management team. 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 handout summarizes the benefits available to you as a Senior Management Service employee and is only intended as a guide. If you require more detailed information, please contact the Personnel Division at 487-2220.

### 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 provided a 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 provided a 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 Rules are other types of leave such as Military Leave, Administrative Leave, and Workers' Compensation Leave to meet the needs of employees.

### HEALTH INSURANCE

There are three health care alternatives from which to choose: Capital Health Plan (CHP), Healthplan Southeast (HSE), and Florida Municipal Health Trust Fund (FMHTF). Both CHP and HSE are prepaid, direct service health plans (Health Maintenance Organizations) providing physician services and hospital care, along with preventive services and health education. FMHTF is a hospitalization indemnity plan which has a $200 deductible and covers 80% of most major medical expenses. Further information and current rates are available from the Personnel Division.

### LIFE INSURANCE

The County provides life insurance coverage equal to two (2) times your annual salary (rounded to the higher thousand). Also included is double indemnity for accidental death. There is no cost to the employee for these coverages. You will receive a certificate explaining the coverages in detail.

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## 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.

## DENTAL INSURANCE

There are two dental care alternatives from which to choose. One is the American Dental Plan, Inc., which is a prepaid, direct service dental plan. You must use a dentist selected from a designated panel. You may join this plan at any time but must remain for a minimum of 12 months.

The other option is a dental insurance plan with Shenandoah Life Insurance Company. Benefits are payable for covered charges incurred by you and your insured dependents, providing any applicable deductible has been satisfied. You may use the dentist of your choice. You may only select this option during the first 30 days of employment. Current rates are available from the Personnel Division.

## OTHER INSURANCES AVAILABLE

The following supplemental insurance is available through payroll deductions:

Accident Insurance with the Colonial Life & Accident Insurance Company - covers accidents on or off the job. (Company representatives can be reached at 385-0768.)

Cancer and/or Intensive Care Insurance with American Family Life Assurance Company of Columbus (AFLAC). (Company representative can be reached at (904) 893-6400.)

A pre-paid legal service insurance is available through LegaLine. (Company representative can be reached at (904) 386-7655.)

## PRE-TAX BENEFITS PROGRAM

The County participates in a Pre-Tax Benefits plan administered by AFLAC that allows for eligible insurance deductions to be deducted from your pay before taxes have been assessed. An AFLAC representative will schedule a mandatory appointment with you soon. The Internal Revenue Service (IRS) requires the County to have the Pre-Tax Benefit plan explained to all employees by the Program Administrator.

## OTHER PAYROLL DEDUCTIONS AVAILABLE

Two other payroll deductions which serve local organizations are also available to County employees. Support for the local United Way campaign or the local Public Broadcasting System affiliates, WFSU-TV and WFSU-FM, may be done through payroll deduction.

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## FLORIDA RETIREMENT SYSTEM

All Senior Management Service employees are automatically covered by the Florida Retirement System (FRS). This benefit is paid in full by the County. Under the FRS, participation in Social Security is mandatory. FRS information booklets are available in the Personnel Division.

## 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 two deferred compensation programs sponsored by ICMA/RC and NACO. If you are interested in participating or would like more information, you may contact the Personnel Division.

## HOLIDAYS

Leon County observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Leon County also observes other holidays if approved by the State. If a holiday falls on a weekend, it will be observed on the Friday before or the Monday after the day of the holiday.

An extra holiday called a "Swing Holiday" is given to all employees annually with eligibility after six (6) months of employment. The "Swing Holiday" can be taken at the discretion of the employee with prior approval of the supervisor.

## TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program provides partial reimbursement of expenses for job related courses which enhance an employee's capability for doing his or her job. Participation must be approved in advance, and the amount of reimbursement is based upon the employee's final grade in the course.

In order to be eligible to participate in the tuition program, an employee must be in a full time position; have at least two years of service with the Board of County Commissioners; and have received overall performance ratings of "Met Expectations" and/or "Exceeds Expectations" on the two most recent performance evaluations.

## 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. For more information regarding the Credit Union, contact them directly at 576-8134.

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## 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 will 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.

## 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.*