

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

**GROUP INSURANCE PROGRAM** The City of Coconut Creek has a Cafeteria-style group insurance program. We offer medical and dental coverage, Basic and Additional Life insurance, Accidental Death & Dismemberment (AD&D), Long and Short Term Disability, as well as other optional insurance benefits. For each employee, the City pays the premiums for \$20,000 Basic Life insurance, \$20,000 AD&D, Long and Short-Term Disability, and contributes towards the total premium for medical insurance. In most cases, employee only medical insurance coverage is paid 100% by the City's contribution. Proof of medical insurance coverage is required for all full-time City employees. Employees who enroll in the City's High Deductible Health Plan (HDHP) will be eligible to participate in a Health Savings Account (HSA). For those who have employee only coverage under the HDHP, the City contributes a predetermined biweekly amount into the employee's HSA account. For those desiring dependent coverage and/or optional benefits, payments are pro-rated and made by payroll deduction. Eligibility for coverage is 30 days from date of hire, with an effective date the first of the month following the thirty day eligibility period.

Employees who are not covered by the City's medical insurance are eligible to receive a pre-determined amount per plan year, paid bi-weekly. These employees have the option of taking the entire amount in cash (post-tax), placing it into their 457 deferred compensation account (pre-tax), or taking a portion in cash and placing the remainder into the 457 account. 457 plans are discussed in the Pension/Retirement section below.

The City's insurance program also includes a Section 125 Program, which allows eligible employees to pay for dental insurance, dependent health coverage, HSA Contributions (if eligible), Pre-paid Legal, AFLAC, etc., and any other insurance premiums with pre-tax dollars, and/or set aside pre-tax dollars for unreimbursed medical, dependent or elder care. All payments are made bi-weekly by payroll deduction.

**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 the 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 of the employee's highest 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 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 8 years of service or 33 years of service at any age, whichever occurs first. Early Retirement is any age after 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 or service requirement that must be met to receive a benefit under the Investment Plan.

The City also offers a 457 Deferred Compensation Plan with ICMA, which allows voluntary employee contributions of up to \$17,000 per year. Employees 50 years of age and over may contribute an additional \$5,500 per year. Traditional and Roth IRA Plans are also available for employees to make contributions through payroll deduction.

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

**PERSONAL LEAVE** New full-time employees are credited with personal leave their first year based upon date of hire as follows:

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

Each year thereafter, all 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. Employees who work less than 40 hours per week are credited with personal leave on a pro-rated 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 with fewer than 10 years of service may accrue up to 240 hours of vacation leave as of the last day of the pay period including October 1st of any fiscal year. Once the maximum two hundred eighty (240) hours has been reached, no further accumulation shall occur until the vacation leave balance is less than two hundred eighty (240) hours. Employees shall be paid for any accumulations over two hundred eight (240) hours, one (1) time per year up to a maximum payment of forty (40) hours.

**At least ten (10) years of service:** Vacation leave may be accumulated up to a maximum of three hundred twenty (320) hours as of the last day of the pay period including October 1st of any fiscal year. Employees shall be paid for any accumulations over three hundred twenty (320) hours, one (1) time per year up to a maximum payment of eighty (80) hours.

**SICK LEAVE** Employees earn 96 hours of sick leave per year with a maximum accumulation of 620 hours as of November 1<sup>st</sup> of any 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. Up to 40 hours in a calendar year may be used as **sickness in the immediate family** and is deducted from accrued sick leave.

**JOB BASIS LEAVE** 40 hours per year. (Employees hired on or after June 1<sup>st</sup> are credited with 20 hours for the first year.) Each year thereafter, all full-time employees are credited with 40 hours on January 1st, for that calendar year, which cannot be carried over from year to year.

**LONGEVITY** Employees are eligible for longevity pay as follows:

After 3 years	\$250.00
After 6 years	\$400.00
After 9 years	\$550.00
After 12 years	\$700.00
After 15 years	\$850.00

**EDUCATIONAL REIMBURSEMENT** Employees who have completed their one (1) year probationary period are eligible to take advantage of the Voluntary 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.