

**CITY OF COCONUT CREEK**  
**BENEFIT SUMMARY FOR NON-EXEMPT CIVIL SERVICE EMPLOYEES**

**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 31st – two average work shifts  
April 1st through June 30th – one and one half average work shifts  
July 1st through September 30th – one average work shift  
October 1st through December 31st – one half average work shift

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 4 years of service: .0385 hours vacation accrual per each regular paid hour  
Completion of 4 years of service: .0577 hours vacation accrual per each regular paid hour  
Completion of 7 years of service: .0770 hours vacation accrual per each regular paid hour  
Completion of 10 years of service: .0962 hours vacation accrual per each regular paid hour

Employees may accrue up to 200 hours of vacation leave with fewer than ten (10) years of service or 240 hours with at least ten (10) years of service as of the last day of the pay period including November 1 of any fiscal year.

**SICK LEAVE**

Employees accrue 0.0462 hours of sick leave allowance for each hour of regular paid service with a maximum accumulation of 620 hours as of the last day of the pay period including November 1<sup>st</sup> of any fiscal 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. No more than one work week in a calendar year may be taken as sick leave due to illness within the immediate family.

**LONGEVITY**

Employees are eligible for longevity pay as follows:

- Upon completion of five (5) through nine (9) years of service: \$500
- Upon completion of ten (10) through fourteen (14) years of service: \$1,000
- Upon completion of fifteen (15) through nineteen (19) years of service: \$1,500
- Upon completion of twenty (20) years of service: \$2,000

**EDUCATIONAL REIMBURSEMENT**

Employees who have completed their probationary period are eligible to participate in the 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.

**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 final compensation based on the employee's highest paid five (5) or 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 six (6) or 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 six (6) or eight (8) years of service or 33 years of service at any age, whichever occurs first. Early Retirement is any age after six (6) or 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 requirement that must be met to receive a benefit under the Investment Plan, provided the one (1) year vesting requirement has been met **\*\*Please Note: If you have recently retired from FRS, please check the FRS website at <http://frs.myflorida.com> to review new provision changes pertaining to employment restrictions before applying.\*\***

*\*Age and years of service for vesting and early retirement requirements are lower for those enrolled in FRS prior to July 1, 2011. Average final compensation is based on five years for those enrolled in FRS prior to July 1, 2011, and eight years for those enrolled on or after July 1, 2011.*

Employees may also make voluntary contributions to a 457 Deferred Compensation Plan or Roth IRA Plan with ICMA-RC, pursuant to IRS guidelines.

**GROUP INSURANCE PROGRAM**

For each employee, the City pays the premiums for \$20,000 Basic Life insurance, \$20,000 AD&D, and Long and Short-Term Disability, and contributes towards the total premium for medical insurance. For employees selecting the High Deductible Health Plan (HDHP), employee-only medical insurance coverage is paid 100% by the City's contribution. Most employees who enroll in the City's HDHP are eligible to participate in a Health Savings Account (HSA). For those selecting a medical plan with higher premiums, dependent coverage, and/or optional benefits, employee contributions are made through bi-weekly payroll deduction. Eligibility for coverage is the first of the month following thirty (30) days of full time employment.

Proof of medical coverage is required for full-time City employees. However, employees may opt-out of the City's group medical insurance and receive a pre-determined opt-out payment paid bi-weekly through payroll. The City's insurance program includes a Section 125 Program, which allows eligible employees to pay for medical and dental insurance, dependent health coverage, HSA Contributions (if eligible), additional life insurance, some AFLAC policies, etc., and any other eligible insurance premiums with pre-tax dollars, and/or set aside pre-tax dollars for unreimbursed medical, dependent or elder care. Certain optional benefits, such as Legal Shield, Identity Theft, certain amounts of life insurance, and some AFLAC plans, must be paid on a post-tax basis. All payments are made bi-weekly by payroll deduction. Changes to selections may only be made during qualifying periods.