



City of
ALACHUA
THE GOOD LIFE COMMUNITY

Employee Benefits Guide

2015 - 2016



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Revised 09/2015

■ INTRODUCTION

This guide provides a summary of the competitive benefits that the City of Alachua offers. **Benefits are ONLY available to regular, full-time employees, unless indicated otherwise.** This document is for informational purposes only and does not guarantee employment or continued employment with the City of Alachua. Complete details of benefits can be obtained by reviewing the City Personnel Policies and Procedures, ordinances, applicable union contracts or designated plan documents. If there is a conflict between this information and the contract and documents, which control the plans, the contracts and documents will govern in all cases. This document is subject to change without notice.

■ FRIDAYS OFF

The City Commission has approved staff to move to a four ten-hour workweek where staff will work Monday through Thursday with Fridays off. Employees will enjoy an additional day off during the week. City Hall hours will be from 7:30 a.m. to 6:00 p.m.

■ INSURANCE BENEFITS

The City of Alachua provides its employees with a comprehensive employee benefits package consisting of Medical, Vision, Dental and Life. These policies become effective on the first of the month following one (1) full month of employment. Open enrollment will be once a year on the renewal of the policy in October for employees to make changes in coverage unless a change in status (as defined by the Internal Revenue Code) occurs. If the employee elects dependent or other optional coverage, the premium(s) will be deducted one (1) month prior to the effective date.

■ MEDICAL



UnitedHealthcare The City offers health insurance provided by United Healthcare. Employees are offered a choice of either a Choice Plus or Choice Plus with Health Savings Account (HSA) plan. Premium payment for “employee only” coverage is paid 100% by the City. Three additional levels of coverage are offered through the plan – employee/spouse, employee/child(ren), and employee/family coverage. The employee is responsible for paying the difference in the cost of the employee only and the dependent coverage. Deductions are made on a pre-tax basis from the employee’s bi-weekly paycheck. **The City will contribute \$520.00 per full fiscal year to the Health Savings Account for employees who enroll in the Choice Plus w/HSA plan for fiscal year 2016.** HSA contributions will be made on a monthly basis.

United Healthcare Choice Plus (Plan 14)		
Coverage	<i>Monthly Premium</i>	
	City costs	Employee Costs
Employee Only	\$543.75	\$0
Employee and Spouse	\$543.75	\$543.76
Employee and Child(ren)	\$543.75	\$489.38
Employee and Family	\$543.75	\$1,196.26

United Healthcare Choice Plus w/HSA (Plan 5)		
Coverage	<i>Monthly Premium</i>	
	City costs	Employee Costs
Employee Only	\$451.70	\$0
Employee and Spouse	\$451.70	\$451.69
Employee and Child(ren)	\$451.70	\$406.52
Employee and Family	\$451.70	\$993.74

Vision		
	<i>Monthly Premium</i>	
Coverage	City costs	Employee Costs
Employee Only	\$5.18	\$0
Employee plus One	\$5.18	\$5.20
Employee and Family	\$5.18	\$8.60

■ VISION



The City offers vision insurance provided by Comp Benefits. Premium payment for “employee only” coverage is paid 100% by the City. Two additional levels of coverage are offered – employee plus one dependent or employee with family. The employee is responsible for paying the difference in the cost of the employee only or the dependent coverage. Deductions are made on a pre-tax basis from the employee’s bi-weekly paycheck.

Dental		
	<i>Monthly Premium</i>	
Coverage	City costs	Employee Costs
Employee Only	\$29.88	\$0
Employee and Child(ren)	\$29.88	\$52.72
Employee and Spouse	\$29.88	\$40.84
Employee and Family	\$29.88	\$89.60

■ DENTAL



Standard Insurance Company is the provider of the City’s dental insurance. Premium payment for the employee only coverage is paid 100% by the City. Three additional levels of coverage are offered – employee and child(ren), employee and spouse or employee and family. The employee is responsible for paying the difference in the cost of the employee only and the dependent coverage. Deductions are made on a pre-tax basis from the employee’s bi-weekly paycheck.



■ LIFE INSURANCE

The City provides a \$30,000 Term Life Insurance Policy through The Standard. The monthly premium payment of \$5.60 is paid 100% by the City. Term insurance provides a death benefit only in the face amount stated and will be in force only while a person is an active employee of the City. Employees who want to supplement their group life insurance benefits may purchase additional coverage on themselves (available in \$10,000 increments, guarantee issue \$100,000 up to age 60), their spouse (available in \$5,000 increments, \$30,000 guarantee issue up to age 60) and dependent children. The monthly cost to the employee for dependent child coverage is \$2.00 for \$10,000 coverage. We also have an **Employee Assistance Program (EAP)** through The Standard. The EAP is available 24 hours a day, seven days a week, with support, guidance and resources to help employees and their families find the right balance between work and home life. The service is offered to all eligible employees and their immediate household and provides up to three in-person counseling sessions in addition to phone and web access to resources.

■ SUPPLEMENTAL INSURANCE & FLEX SPENDING ACCOUNTS

The City makes available supplemental insurance and options for flexible spending accounts (dependent daycare and medical) through American Fidelity, paid for by the employee. Participation is voluntary and payments are made on a pre- & post tax basis by the employee through payroll deductions.

■ RETIREMENT



Florida Retirement System (FRS) – On first day of hire, all full-time and part-time regular employees of the City participate in the FRS, a multiple-employer defined benefit public retirement system. Depending on the position, the City will contribute at least 7.26% of gross wages to FRS on a bi-weekly basis. This system offers two retirement plans, the FRS Pension Plan and the FRS Investment Plan. Effective July 1, 2011, employees will be required to contribute 3% to the Florida Retirement System.

457 Deferred Compensation Plan/Traditional & IRAs – City employees may enroll in the ICMA deferred compensation plan as well as ROTH & TRADITIONAL IRA. Participation is voluntary and payroll deduction payments are made by the employee only on a pre-tax basis through payroll deductions.



■ FITNESS CENTER INCENTIVE

The City receives reduced membership rates for its employees at the *Alachua Health and Fitness Center & Anytime Fitness*. The City pays \$12.50 of the membership fee for any full-time regular employee who joins the gym. The employee’s portion of the membership is payroll deducted bi-weekly; rates and membership options (spouse, family) vary by gym.

■ SALARY INCREASE PLAN

(Each year the City Commission will determine during the budget process if funds are available for salary increases)

- **COST OF LIVING INCREASE:** A percent increase, if any, will be calculated based on current annual salary and rate of pay will be adjusted beginning the first pay period in October of each year.
- **MERIT INCREASE:** Salary increases, if any, will be awarded on the employee’s anniversary date and are based on performance appraisals as rated by his/her supervisor. The percentage of the merit increases will be applied to the employee’s current hourly rate of pay and are based on the following scale:

Below or Does Not Meet Expectations	0 %
Meets Expectations	2 %
Exceeds Expectations	3 %
Exceptional	4 %

■ LEAVE

■ ANNUAL LEAVE

All full-time regular employees accrue annual leave, but leave may not be used during the first six (6) months of employment. Accumulated annual leave can be carried over to the following calendar year, but employees cannot accrue more than 240 hours of annual leave time. Accrued annual leave can be cashed-in in lieu of time taken, under the following two conditions (if funds are appropriated in budget for payout):

- Minimum of two (2) years service is required before being eligible for cash in privilege, and
- Maximum cash-in allowed is one-half (1/2) the accrual rate for that calendar year (based on length of service with the City), provided employee takes an equal amount of annual leave off in the same calendar year.

Annual leave accrues on the following schedule:

Years of Service	Rate of Accrual Per Pay Period	Annual Leave Hours Accrued Per Year
0 through 5	3.08	80 Hours
Over 5 through 10	4.62	120 Hours
Over 10 through 15	5.23	136 Hours
Over 15 through 20	6.16	160 Hours
More than 20	6.93	180 Hours

■ PERSONAL LEAVE

The City provides one Personal Leave Day to be used anytime during the calendar year. This personal day is granted during the first pay period in January of each year for current and new employees. Employees hired after the first pay period in January will not receive a personal day until the following January.

■ SICK LEAVE

All full-time regular employees accrue 3.69 hour sick leave per pay period and is to be used for personal illness, injury or quarantine due to contagious disease and also for serious illness (as defined by FMLA) for the immediate family and, after exhaustion of all other leave, to compensate for otherwise unpaid absence during approved military leave.

Sick Leave Award: Employees who have successfully completed the training period, worked the entire calendar year (January – December of the prior year) and have used twenty (20) or less hours of sick leave during that calendar year shall be granted twenty (20) hours of additional personal leave time the following January.

Additional Personal Leave: Effective 1/1/2010, any employee who maintains a minimum of 480 sick leave hours shall be granted twenty (20) hours of additional personal leave time. The required balance must be maintained during the final pay period in December for the twenty (20) hours to be awarded the following January.

■ FUNERAL/BEREAVEMENT LEAVE

In the event of a death in an employee's immediate family (as defined in the Personnel Policies and Procedures) the employee shall be granted leave with pay up to a maximum of 3 working days for full-time regular employees.

■ FAMILY AND MEDICAL LEAVE (FMLA)

In compliance with the Federal Family and Medical Leave Act, eligible employees may take up to a maximum of twelve (12) weeks of unpaid, job-protected leave each calendar year. To be eligible an employee must have worked twelve (12) months and 1,250 hours for the City over the previous twelve (12) months. FMLA will be granted for:

- For the birth of a child, to care for a newly-born child, or placement of a child with the employee for adoption or foster care.
- To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition.
- Because of the employee's serious health condition which makes the employee unable to perform the functions of the employee's job.
- To manage qualifying exigencies when a qualifying family member serves in the National Guard or Reserves while such member is on active duty.
- To care for a covered military service member that is your spouse, child, parent, or next of kin with a serious illness or injury incurred in the line of duty on active duty (called Military Caregiver Leave).

■ **MILITARY LEAVE**

Employees called to compulsory military service are automatically placed on leave pursuant to state and federal law for the duration of his/her military duty. Upon completion of such service such employee shall be reinstated in the position held at the time of entry into the service, at the same salary the employee would have received had such leave not been taken, based on the various conditions (see the City Personnel Policies and Procedures for more details).

■ **JURY DUTY / COURT APPEARANCE**

Employees summoned or subpoenaed to attend court as a witness for the City or for jury duty shall receive full pay and benefits for hours spent in court.

■ **HOLIDAY PAY**

The City offers twelve (12) paid holidays for all full-time regular employees. Employees must work the scheduled day before and after the holiday to be eligible for holiday pay. **See next page for holiday schedule.** The following holidays are observed:

- | | |
|-----------------------------|------------------------|
| New Year's Day | Veteran's Day |
| Martin Luther King, Jr. Day | Thanksgiving Day |
| Washington's Birthday | Day After Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | New Year's Eve |

■ **SAFETY SUGGESTION AWARD PROGRAM**

All City employees are encouraged to participate in the Employee Workplace Safety Suggestion Award Program. The purpose of this program is to encourage employee participation in developing creative, beneficial ideas which lead to increased job safety and improved City operations. If a workplace safety suggestion is selected, an employee may be awarded up to ten hours off with pay.



FISCAL YEAR 2016 HOLIDAY SCHEDULE

10/01/2015 through 09/30/2016

City Hall Hours of Operation
7:30a.m. - 6:00p.m.

Holiday Observed by City	Employee Work Days	City Hall Closed	Regular Pay	Holiday Pay
Veteran's Day November 11, 2015				
Wednesday, 11/11/15	Monday 11/09/15	Wednesday 11/11/15 Friday 11/13/15	30	10
	Tuesday 11/10/15			
	Thursday 11/12/15			
Thanksgiving Day and the Day After November 26 - 27, 2015				
Wednesday, 11/25/15 Thursday, 11/26/15	Monday 11/23/15	Wednesday 11/25/15 Thursday 11/26/15 Friday 11/27/15	20	20
	Tuesday 11/24/15			
Christmas Eve and Christmas December 24 - 25, 2015				
Wednesday, 12/23/15 Thursday, 12/24/15	Monday 12/21/15	Wednesday 12/23/15 Thursday 12/24/15 Friday 12/25/15	20	20
	Tuesday 12/22/15			
New Year's Eve and New Year's Day December 31, 2015 - January 1, 2016				
Wednesday, 12/30/15 Thursday, 12/31/15	Monday 12/28/15	Wednesday 12/30/15 Thursday 12/31/16 Friday 1/1/16	20	20
	Tuesday 12/29/15			
Martin Luther King, Jr. January 18, 2016				
Monday, 1/18/16	Tuesday 1/19/16	Monday 1/18/16 Friday 1/22/16	30	10
	Wednesday 1/20/16			
	Thursday 1/21/16			
Washington's Birthday February 15, 2016				
Monday, 2/15/16	Tuesday 2/16/16	Monday 2/15/16 Friday 2/19/16	30	10
	Wednesday 2/17/16			
	Thursday 2/18/16			
Memorial Day May 30, 2016				
Monday, 5/30/16	Tuesday 5/31/16	Monday 5/30/16 Friday 6/03/16	30	10
	Wednesday 6/01/16			
	Thursday 6/02/16			
Independence Day July 4, 2016				
Monday, 7/04/16	Tuesday 7/05/16	Monday 7/04/16 Friday 7/08/16	30	10
	Wednesday 7/06/16			
	Thursday 7/07/16			
Labor Day September 5, 2016				
Monday, 9/05/16	Tuesday 9/06/16	Monday 9/05/16 Friday 9/09/16	30	10
	Wednesday 9/07/16			
	Thursday 9/08/16			