

HUMAN RESOURCES

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Benefits & HRMS
Manager



RETIREMENT PROCESS

- Contact the Pension office for a preliminary retirement interview
- Discuss your retirement date with your supervisor
- Contact your Personnel Assistant and complete Notice of Separation

SEPARATION PAY

- Annual Leave – Maximum 240 hours
One day of leave deducted for each calendar day short of
14 days notice
- Sick Leave – 50% of Leave balance (10 years service)
75% Leave balance (Death)
Medical substantiation when sick leave contiguous with separation from employment
- Separation Longevity Award – Pro-rated
- Payment – After regular wages paid

BENEFITS

- HEALTH INSURANCE – Coverage ends on last day of month employed.
- PREMIUM – Full cost, prepaid (July pension deduction is for August coverage) NPOS –Single/\$384.60 Family/\$873.28
- MEDICARE REPLACEMENT – Age 65
Contact – Christine Lohman (813)287-6289
- LIFE INSURANCE - ATU \$4,000 - \$2.00/month
Non-Bargaining \$3,000 - \$1.50/month
- DENTAL INSURANCE - Individual policy and direct billing with CompBenefits

BENEFITS

(Continued)

- FSA – Coverage ends on last day of month employed
- ReliaStar Optional Life – Direct Billing with company (Qtrly payment)
- Nationwide Solutions – Deferred Comp
Form needs to be signed by City of Tampa for withdrawal
- Other Optional Insurance – Contact them directly
 - Kennesaw, Loyal American