

GENERAL EMPLOYEES INFORMATION & BENEFITS

(ATU Contract & Personnel Manual prevail in event of conflicting information)

THIS IS A GENERAL OVERVIEW ONLY FOR FULL TIME (FT) & PART TIME (PT) PERMANENT EMPLOYEES AS NOTED.
REVIEW ATU HANDBOOK AND PERSONNEL MANUAL FOR FULL INFORMATION

Health Insurance (FT, and PT if assigned 30 hrs/wk or more)	<ul style="list-style-type: none"> • United Healthcare offers two plans: City Plan with HRA, and Simple Wellness Plan. • See plan details provided in the <i>City of Tampa Benefits Booklet for New Employees</i>, and links on iNet. • City covers 50% of cost of coverage for employee's dependents. • Includes Basic Vision Plan at no cost/no premium • Domestic Partner Coverage available. Requires completion of application and affidavit. Request appointment with Employee Relations to review documents. • Part-time employees are eligible if assigned a work schedule of 30 hours or more per work week. 						
Dental Insurance (FT, PT)	<ul style="list-style-type: none"> • Humana Dental offers two plans: DHMO or PPO • Rate based upon single coverage, individual plus one coverage, or family coverage 						
Supplemental Vision Plan (FT, PT)	<ul style="list-style-type: none"> • Superior Vision. Provides comprehensive vision at low premiums on discounted materials, and \$150 allowance toward frames and lenses. See Benefits Booklet for details. 						
Group Life and Accidental Death & Dismemberment (FT)	<ul style="list-style-type: none"> • These are two policies. • Coverage amounts shall be equal to employee's annual salary but not less than \$40,000 and not more than \$150,000 each. • Beneficiary designation completed in Oracle. <p><u>Additional Supplemental</u> policies available through "Voya Insurance" for employee and family; premium paid by employee through general deduction from pay check; return forms to Human Resources/Personnel Assistant to initiate supplemental coverage.</p>						
Long Term Disability (FT)	<ul style="list-style-type: none"> • City provides coverage at 30% of monthly salary. • Can purchase higher level of coverage equal to 50% or 60% of monthly salary (by paying difference between rates). • Premiums are based upon employee's age and monthly salary. <p>To increase, select option in Oracle within 3 weeks of your starting date.</p>						
General Employees (GE) Pension Plan (FT, PT)	<p>Full time and part time employees are vested after completing 6 years of continuous service. In event of death while vested and active service, pays lump sum in amount equal to annual salary. See coverage details in GE Retirement Fund booklet (blue), and links on iNet.</p> <p>(Retired Police/Fire returning to civilian positions remain in current retirement plan)</p>						
Deferred Comp (FT, PT)	<p>Two Options (may enroll at any time):</p> <ol style="list-style-type: none"> 1. Nationwide Retirement Solutions / Company Rep: Denny Davis 2. Florida League of Cities / Company Rep: Rodney Walton <p>Initiate payroll deductions through Oracle and submit <u>form</u> designating beneficiary and investment information to the provider of choice.</p>						
Elective Benefits (FT. Available for enrollment only during annual Open Enrollment period, usually October)	<p>5 elective benefits are offered through Employee Family Protection (EFP) during annual Open Enrollment, usually in October. You may read about them in your City of Tampa Benefits Booklet. Information is also provided in your orientation resource bag. Elective benefits are:</p> <table border="0"> <tr> <td>1. Short Term Disability</td> <td>2. Accidental Insurance</td> </tr> <tr> <td>3. Whole Life Insurance</td> <td>4. Critical Illness with Cancer Insurance</td> </tr> <tr> <td>5. Legal Services</td> <td></td> </tr> </table>	1. Short Term Disability	2. Accidental Insurance	3. Whole Life Insurance	4. Critical Illness with Cancer Insurance	5. Legal Services	
1. Short Term Disability	2. Accidental Insurance						
3. Whole Life Insurance	4. Critical Illness with Cancer Insurance						
5. Legal Services							
Holidays (FT, PT)	<ul style="list-style-type: none"> • 11 designated holidays per fiscal year • Hours worked on a holiday are compensated at 8.0 hours (regular schedule) 						
Floating Holiday (FT)	<ul style="list-style-type: none"> • 1 Floating Holiday per fiscal year (after one year of continuous service, full time). Must be used in the fiscal year acquired. 						
Tuition Reimbursement (FT)	<ul style="list-style-type: none"> • Eligible upon completion of first 6 months of employment • Up to \$2,000 (undergrad); \$2,500 (master's); \$3,000 (doctorate) per fiscal year • Reimburses base tuition only – fees of any kind, and materials, are not included • Submit application prior to course • Online application and information at <i>Training</i> on City's INET 						

Merit Increases (FT, PT)	<p>Merit increases are awarded upon the successful completion of the entrance or promotional probationary period.</p> <p>The approved budget provides for merit and step increases for all eligible employees who are not yet at the maximum of their pay grade, per their union contracts or personnel manual.</p>												
Annual Leave (FT)	<ul style="list-style-type: none"> • Accrued every pay cycle (3.8 hours) • Begins accruing on day 1 of employment • Can be used after 6 months of continuous full time employment 												
Bonus Annual Leave Hours (FT)	<ul style="list-style-type: none"> • Added to Annual Leave Balance after 5 continuous years of service • Occurs on 1st pay cycle of calendar year (January) • Awarded annually upon reaching: <table border="0" style="margin-left: 40px;"> <tr> <td colspan="2" style="text-align: center;">Regular Schedule</td> </tr> <tr> <td style="text-align: center;">5-10 Years = 16 Hours</td> <td style="text-align: center;">30 – 35 Years = 80 Hours</td> </tr> <tr> <td style="text-align: center;">10 – 15 Years = 24 Hours</td> <td style="text-align: center;">35 – 40 Years = 88 Hours</td> </tr> <tr> <td style="text-align: center;">15 – 20 Years = 48 Hours</td> <td style="text-align: center;">40 – 45 Years = 88 Hours</td> </tr> <tr> <td style="text-align: center;">20 – 25 Years = 64 Hours</td> <td style="text-align: center;">45 – 50 Years = 104 Hours</td> </tr> <tr> <td style="text-align: center;">25 – 30 Years = 72 Hours</td> <td></td> </tr> </table> 	Regular Schedule		5-10 Years = 16 Hours	30 – 35 Years = 80 Hours	10 – 15 Years = 24 Hours	35 – 40 Years = 88 Hours	15 – 20 Years = 48 Hours	40 – 45 Years = 88 Hours	20 – 25 Years = 64 Hours	45 – 50 Years = 104 Hours	25 – 30 Years = 72 Hours	
Regular Schedule													
5-10 Years = 16 Hours	30 – 35 Years = 80 Hours												
10 – 15 Years = 24 Hours	35 – 40 Years = 88 Hours												
15 – 20 Years = 48 Hours	40 – 45 Years = 88 Hours												
20 – 25 Years = 64 Hours	45 – 50 Years = 104 Hours												
25 – 30 Years = 72 Hours													
Sick Leave (FT)	<ul style="list-style-type: none"> • Accrued every pay cycle (3.8 hours) • Begins accruing on day 1 of employment • Can be used as soon as earned for illness or medical reasons only. Cannot be used in lieu of annual (vacation) leave. • SKO: Sick Leave Other - Allowed for care of spouse, child, parent, family member, other legal dependent: Maximum per calendar year of 40 hours . • <u>Upon retirement or deferred retirement:</u> Paid ¼ of hours balance at current rate of pay • <u>Resignation/Termination:</u> Ineligible for payment of unused sick leave • <u>Death:</u> Paid ¾ of hours balance at current rate of pay 												
Exempt Leave (Manager & Supervisor-pay grade "S" Professional & Technical pay grade "N" and Appointed Unclassified pay grade "AU")	<ul style="list-style-type: none"> • Exempt employees are considered salaried employees whereby payment is made for performance of the job or production of work rather than a specified hourly rate (although an hourly wage is paid). Read full explanation of how absences may be handled in Personnel Manual, sections B2.2, B4.1 and B10, or contact their HR Personnel Assistant. 												
Executive Leave (Administrators, Dept Directors)	<ul style="list-style-type: none"> • See Personnel Manual B7.1 for details. Accruals based on years of service: <ul style="list-style-type: none"> ○ Less than 1 yr = 5 days (40 hrs) ○ 1 – 4 yrs = 3 days (24 hrs) ○ 5 – 9 yrs = 1 day (8 hrs) 												
Pregnancy-Related Leave Parental Leave (FT)	<ul style="list-style-type: none"> • 6-weeks Pregnancy-Related Leave for full time employees; eligible after 1 year • 2 –weeks Parental Leave for full time primary and secondary caregiver (includes new birth, adoption, foster child). <p>See Personnel Manual B11.5 and 11.6 for details</p>												
Funeral & Bereavement Leave (All, regardless of status)	<ul style="list-style-type: none"> • Immediate family (spouse, son, daughter, brother, sister, father, mother, father-in-law, mother-in-law, grandson, granddaughter, grandparents, or any other member of the employee's immediate household): maximum of (3) days of paid funeral. • Relative (aunt, uncle, brother-in-law, sister-in-law, nephew, niece): maximum of two (2) days of paid funeral leave 												
Employee Sick Bank (FT)	<ul style="list-style-type: none"> • Donate 8 hours of your sick leave; additional 8 hour donation if bank has less than 2000 hours • In the event of catastrophic illness, employees can apply to use sick bank hours after sick & annual leave is exhausted • Use requires medical documentation & approval of Sick Bank Committee • Contact Human Resources for more information. 												
Longevity Cash Bonus (FT, hourly, union-eligible employees only)	<ul style="list-style-type: none"> • Awarded annually in 1st pay check in December upon reaching 5 years continuous service: • Amount: <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: center;">5 – 10 Years = \$500.00</td> <td style="text-align: center;">20 – 25 Years = \$1,250.00</td> </tr> <tr> <td style="text-align: center;">10 – 15 Years = \$750.00</td> <td style="text-align: center;">25+ Years = \$1,500.00</td> </tr> <tr> <td style="text-align: center;">15 – 20 Years = \$1,000.00</td> <td></td> </tr> </table> 	5 – 10 Years = \$500.00	20 – 25 Years = \$1,250.00	10 – 15 Years = \$750.00	25+ Years = \$1,500.00	15 – 20 Years = \$1,000.00							
5 – 10 Years = \$500.00	20 – 25 Years = \$1,250.00												
10 – 15 Years = \$750.00	25+ Years = \$1,500.00												
15 – 20 Years = \$1,000.00													