



CITY OF Boca Raton

DEPARTMENT HEAD DD PAY GRADE - NON-PUBLIC SAFETY BENEFITS SUMMARY (Unclassified Service Non-union)

This summary is an overview of information contained in the City of Boca Raton Ordinances, Policies, Procedures, and collective bargaining agreement, if applicable. Please refer to the appropriate document for specific explanation.

ANNUAL LEAVE

Employees accrue prior to attaining permanent status in the classified service, and leave may be used after six (6) months of employment at the sole discretion of the Department Head, but it shall not be paid out upon resignation or termination unless the employee has attained permanent status (one full year). The maximum accrual is 360 hours.

Years of Service	Hours Accrued per Month	Additional Hours Per Pay Period <i>Accrued Monthly</i>	Total 8-hour days per Year
0 through 5 full years	8	5.85	31.01
More than 5 and less than 10 full years	10	5.85	34.01
More than 10 and less than 15 full years	12	5.85	37.01
15 full years & over	14	5.85	40.01

CASH OUT OF ANNUAL LEAVE

Employees in this benefit group may convert all vacation hours accrued annually to cash at any time.

AUTO ALLOWANCE

Employees are provided with \$350 per month for an auto allowance, in lieu of a City vehicle.

HOLIDAYS

The City observes 11 recognized holidays and additional floating days which are allocated for the fiscal year beginning October 1, to full time 8-hour a day employees. Employees in this benefit group receive an additional 8 (8-hour) floating holidays per fiscal year.

SICK LEAVE

Employees accrue sick leave at the rate of 8 hours per month. Any hours in excess of 960 will be paid off annually at 50%. Annually employees in this benefit group may elect to convert sick leave accrued and not used during the four (4) prior fiscal years to annual leave, not to exceed the annual leave maximum and in accordance with City policy.

Upon retirement, employees with a minimum of 5 years of continuous service will receive 50% of sick leave balance. Termination for reasons other than retirement shall be entitled to payment for accrued, but unused sick leave, as follows:

Continuous Years of Service	Percent of Accrued But Unused Sick Leave
Less than 2 full years	0%
2 full years, or more, but less than 5 full years	10%
5 full years, or more, but less than 10 full years	20%
10 full years, or more	30%

SICK LEAVE CONVERSION

Employees in this benefit group may convert up to 100% of unused sick leave earned during the four (4) prior fiscal years to annual leave.

HEALTH INSURANCE

The City pays 100% of the premium for employee single and eligible dependent coverage, if elected, in the Medical Plan. Additionally, the City pays 100% of the premium for employee and eligible dependent coverage in the Dental (DHMO or Basic PPO) and Vision (Basic) plans.

Employees may elect additional coverage and contribute the premium required for the buy up Dental or Vision Plans.

OTHER INSURANCE

Long Term Disability Insurance is paid 100% by City after a 60-day elimination period and providing 60% of current base salary. Term Life Insurance coverage is paid by the City, providing coverage of three (3) times the employee's current annual base salary.

EAP

Employees, spouses, and eligible dependents have access to five (5) face-to-face sessions with a counselor through. Cigna's Employee Assistance Program (EAP). Services include assistance with legal, financial, parenting, elder care, pet care and identity theft.

TUITION REIMBURSEMENT:

Full-time employees are eligible for tuition reimbursement as outlined in the City's Tuition Reimbursement Policy which is available in Human Resources and subject to the availability of departmental funds.

WORK RELATED DISABILITY PAY

If an employee is injured while acting in the scope of employment and cannot perform work related to their classification, disability leave with full pay minus workers' compensation benefits may be extended until the employee is able to be assigned work within the City or is judged permanently disabled by the City Physician.

FUNERAL LEAVE:

In the event of the death of an immediate family member, as defined in the Personnel Rules & Regulations), an employee shall be entitled to paid funeral leave of up to 3 workdays. If it is necessary for the employee to leave the state, up to 5 consecutive workdays shall be allowed.

RETIREMENT PLANS

The City offers two retirement plan options for employees. These will be fully explained prior to employees providing an irrevocable decision to enroll in either the Defined Benefit Pension plan or Defined Contribution 401(a) plan.

Defined Contribution 401(a) Plan

The Defined Contribution 401(a) plan requires a mandatory 5% contribution with an option to contribute up to 10%. The City will contribute sixteen (16%) percent of the annual base wages. The vesting period for this plan shall be 100% at four (4) years of service; employees who separate prior to four years of service shall retain 50% of the City's contribution. Contributed money can be placed into various investments with MissionSquare Retirement, these typically include mutual funds, stocks, bonds, and other securities.

Defined Benefit Pension Plan

Executive Defined Benefit Pension plan requires a mandatory eleven (11%) percent pre-tax employee contribution. The multiplier for this benefit group is 2.55% provided at normal retirement. Members are eligible for normal retirement the earlier of reaching age 65 with at least 6 years of vesting service or reaching age 58 with at least 10 years of vesting service. While an employee contribution is required, the City fund the remainder necessary to guarantee a specific retirement benefit for each employee and assumes the risk of the financial obligation and in accordance with the City Code of Ordinances.

Optional Roth IRA and 457 Deferred Compensation Savings Plans are available.