

## CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS POLICY/BENEFIT HIGHLIGHTS

*(Please refer to the County's Employment Rules and/or IUPAT Agreement for detailed information)*

### **PROBATIONARY PERIOD:** *(Article 6, Section 3 – Initial Orientation Period, Employment Rules)*

All regular, full-time employees serve an initial orientation (i.e. "probationary") period of six (6) months from date of hire. At the request of a Department Head, and with the concurrence of the Human Resources Director, the initial orientation period may be extended an additional six (6) months. During the initial orientation period or any extension thereof, all employees shall be considered probationary employees.

### **HOURS OF WORK & OVERTIME:** *(Article 7, Hours of Work & Overtime, Employment Rules)*

The basic work week for full-time employees is 40 hours, typically consisting of five consecutive eight-hour days, Monday through Friday, four 10-hour days, or other alternate schedules, depending on business needs.

Hours worked in excess of 40 hours in a work week are paid at time and one-half the employee's regular hourly rate of pay (work week is Wednesday through Tuesday). County-observed holidays (not Personal Days), and non-disciplinary administrative leaves with pay, shall be considered as hours worked for the purpose of computing overtime. (NOTE: If a sick or vacation day occurs within the 40 hours, you will not be eligible for overtime pay until you physically work 40 hours).

### **PAY PERIODS & PAYCHECKS:** *(Article 7, Section 9, Employment Rules)*

Pay periods are bi-weekly and run Wednesday through Tuesday (26 pay periods per year). Employees are paid on the second Friday following the completion of a full, bi-weekly pay period.

### **DIRECT DEPOSIT:**

Direct deposit of paychecks is available after enrollment. To enroll, complete the form included in your packet; attach a personal check with "VOID" written on it and submit to your Human Resources representative. (For direct deposit to a savings account, attach a blank deposit slip). Direct deposit takes at least 2 pay periods to go into effect.

### **PAYROLL DEDUCTIONS:**

Standard payroll deductions apply, including federal withholding tax, federal unemployment tax and FICA (Social Security and Medicare). Optional deductions apply, based on employee elections.

### **FLORIDA CENTRAL CREDIT UNION:**

Charlotte County is a member of the Florida Central Credit Union. Automatic payroll deduction is available upon membership. You must open a savings account first by completing the membership application and payroll authorization forms and submitting to your Human Resources representative. For further details call (941) 627-4900.

### **BREAKS/MEAL PERIODS:**

Employees are provided with an unpaid meal period, between 30 and 60 minutes each day; and two (2) 15-minute paid break periods, one mid-morning and one mid-afternoon. Employees on a 4-day/10-hour work week schedule are eligible for an additional 15-minute paid break within the last two (2) hours of their shift.

**PERFORMANCE REVIEW:**

Performance is evaluated after initial 6-month probationary period or extension thereof, and at least annually thereafter.

**ANNUAL LEAVE:** *(Article 12, Annual Leave, Employment Rules)*

Accrual begins your first day of employment. Maximum accrual to carry over is 280 hours (7 weeks). With prior approval of management, employees may use accrued time during the probationary period.

***Accruals:***

***Non-Exempt*** Hire to five (5) yrs - 80 hrs annually = 2 weeks (.0385/hr = 1.54/hrs per week)  
Five (5) to ten (10) yrs - 120 hrs annually = 3 weeks (.0577/hr = 2.31/hrs per week)  
Ten (10) to fifteen (15) yrs - 140 hrs annually = 3.5 weeks (.0673/hr = 2.69/hrs per week)  
Fifteen (15) to twenty (20) yrs - 150 hrs annually = 3.75 weeks (.0721/hr = 2.88/hrs per week)  
Twenty (20) yrs & over - 160 hrs annually = 4 weeks (.0769/hr = 3.08/hrs per week)

***Exempt*** Hire to five (5) yrs - 120 hrs annually = 3 weeks (.0577/hr = 2.31/hrs per week)  
Five (5) to ten (10) yrs - 160 hrs annually - 4 weeks (.0769/hr = 3.08/hrs per week)  
Ten (10) to fifteen (15) yrs - 180 hrs annually = 4.5 weeks (.0865/hr = 3.46/hrs per week)  
Fifteen (15) to twenty (20) yrs - 190 hrs annually = 4.75 weeks (.0913/hr = 3.65/hrs per week)  
Twenty (20) yrs & over - 200 hrs annually = 5 weeks (.0962/hr = 3.85/hrs per week)

**CASH-OUT OF ANNUAL LEAVE:** *(Article 22, Section 8, IUPAT Contract)*

This option is available once per fiscal year. After first using at least 40 hours of annual leave, employees may "cash-out" up to 40 hours of their accrued annual leave, provided 40 hours remain in their annual leave balance; paid within 3 pay periods.

**SICK LEAVE:** *(Article 13, Sick Leave, Employment Rules)*

Accrual begins during your first day of employment. There is no limit on accrual. With prior approval of management, employees may use accrued time during the probationary period. Immediate family is included for use of such time.

***Accruals:***

***All Employees:*** .0471 accrued per hour (1.88 hours per week) or 12 days per year

**SICK LEAVE CONVERSION:**

This option is available once per fiscal year. Employees with at least 10 consecutive years of service and at least 160 hours of accrued sick leave may convert up to 20 hours of sick leave to annual leave.

**SICK LEAVE PAYOUT:** *(Article 13, Section 11, Employment Rules)*

After 10 consecutive years of service and upon separation of employment, employees receive a 50% payout of accrued, unused sick leave hours at their current hourly rate of pay.

**MILITARY LEAVE:** *(Article 14, Section 2, Employment Rules)*

Reservists in the United States Military or members of the Florida National Guard are entitled to leave of absence with pay for a period of 17 working days in a calendar year (January 1 to December 31). This time must be scheduled in advance and official orders must be provided upon request.

**BEREAVEMENT LEAVE:** *(Article 14, Section 1, Employment Rules)*

Employees receive three (3) consecutive work days off with pay in the event of the death or funeral of an immediate family member. If the death or funeral requires the employee to travel out of state, the employee will be authorized up to a total of one work week of bereavement. Bereavement leave must be taken within 5 calendar days of the death or funeral. "Immediate family member" is defined in the Employment Rules. Employee must provide proof of death upon return to work. Proof will also be required of the employee's need to travel out of the state.

**HOLIDAY PAY:** *(Article 11, Holidays & Personal Days, Employment Rules)*

Eight (8) hours at straight time hourly rate for regular schedules consisting of five-day/eight-hour work days; ten (10) hours at straight time hourly rate for work schedules consisting of four-day/ten-hour work days.

**HOLIDAYS (11 paid days):**

Veteran's Day	Thursday November 11, 2010
Thanksgiving Day	Thursday November 25, 2010
Day after Thanksgiving	Friday November 26, 2010
Christmas Eve Day	Friday December 24, 2010
Christmas Day (observed)	Monday December 27, 2010
New Year's Day (observed)	Monday January 3, 2011
Martin Luther King, Jr. Day	Monday January 17, 2011
President's Day	Monday February 21, 2011
Memorial Day	Monday May 30, 2011
Independence Day	Monday July 4, 2011
Labor Day Monday	September 5, 2011

**PERSONAL DAYS:**

Two (2) Personal Days and an additional "floating" holiday (Professional Development Day) are awarded after initial 6 month probationary period has been completed, unless the initial probation has been extended. If the initial probationary period has been extended, the personal days and floating holiday will not be awarded until the probationary period has been satisfied. Personal and "floating" time must be taken in full day increments during current fiscal year.

**TUITION REIMBURSEMENT:**

Requests must be approved by a Department Head and the Human Resources Director prior to enrollment in a class. Courses must be job-related or part of a degree program. Participants must maintain a 'C' or better grade. Full-time employees receive reimbursement of 50% of the current State of Florida's resident credit-hour tuition fee. Does not include books, only lab fees and cost of course.

**BLOOD DONATION DRIVES:**

Blood Donation Drives are held regularly on County property.

**TRAVEL PAY:**

Employees using personal vehicles for County business receive reimbursement at the current mileage allowance established by the IRS. Employees must provide proof of personal automobile insurance and keep it on file with Human Resources.

### **RETIREMENT:**

Charlotte County contributes to the Florida Retirement System on behalf of all full-time and regular part-time employees. Retirement benefits are available after 6 years of creditable service for traditional Pension Plan offerings; 1 year of creditable service for the Investment Plan option. Employees will receive information directly from FRS approximately two months after their initial hire date, and will be required to make a choice between the Pension Plan or the Investment Plan within five months of hire. Anyone who does not receive a "Choice Kit" from the Florida Retirement System within three months of hire should contact the Human Resources Department for assistance. Employees may also contact Human Resources, or the FRS's Financial Guidance Line at 1-866-446-9377, at any time for questions or assistance with retirement and/or financial planning matters.

### **DEFERRED COMPENSATION (457(b) PLANS:**

Deferred compensation is a voluntary, payroll-deducted retirement savings plan. It's an opportunity for employees to contribute a portion of their pay into a tax-deferred account managed by the employee. All employees are eligible to participate. Charlotte County has four deferred compensation vendors, VALIC, Nationwide, ICMA, & ING. Contact Human Resources for enrollment details.

### **SPECIAL DISCOUNT OFFERS:**

Some Florida attractions (SeaWorld, Orlando - Busch Gardens and Adventure Island, Tampa Bay) and various local vendors extend special discounts to County employees. Please call Human Resources for more information.

### **FMLA (Family Medical Leave Act)**

The Family Medical Leave Act of 1993 (FMLA) was enacted on February 5, 1993. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons. Eligible employees are those that have worked for their employer for at least 12 months, and have worked at least 1,250 hours over the previous 12 months. An employee's spouse, children, and parents are immediate family members for purposes of FMLA.

### **UNION MEMBERSHIP:** *(Article 7, Rights of Employees, IUPAT Contract)*

For information regarding Union membership, contact the Administrative Services Coordinator/Supervisor in your department for the name of your Union Representative.

### **OUTSIDE EMPLOYMENT:** *(Article 8, Section 8, Employment Rules)*

Employees shall not engage in outside, or secondary, employment activities on County time, nor may County property be used for anything but County business.

If secondary employment subsequently affects the full-time employee's performance or attendance, or if a conflict of interest is subsequently discovered, the Department Head shall, in writing, revoke his/her prior written consent and order the employee to cease the secondary employment. An employee's failure or refusal to cease secondary employment after such revocation of consent shall constitute grounds for disciplinary action up to, and including, discharge. **(A copy of the Outside Employment Form and Policy is included in your packet).**

**SMOKING POLICY:** *(Article 8, Section 15, Smoking Policy, Employment Rules)*

Smoking and the use of tobacco products is prohibited inside all County facilities, except for areas where smoking is specifically authorized. ***Smoking and the use of tobacco products is prohibited in County vehicles.***

**PUBLIC RECORDS:** **Government-in-the-Sunshine**

As a government employee, the public has access to the information contained in your personnel records unless you are exempt from the Florida Public Records Law as indicated below:

- 1) active or former law and code enforcement personnel
- 2) firefighters
- 3) spouses and children of such personnel
- 4) correctional and correctional probation officers
- 5) current or former human resources, labor relations, or employee relations directors, assistant directors, or managers of such areas, or personnel records custodian

If you qualify for the exemption under the Florida Public Records Law, please contact your Human Resources Specialist, ***in writing***, that you request your personnel file to be **EXEMPT** from the Public Records Law.

## *RISK MANAGEMENT:*

### **BENEFITS ELIGIBILITY:**

Health insurance benefits for eligible employees are effective on the first of the month following completion of 30 continuous days of employment.

### **HEALTH INSURANCE:**

Group medical coverage includes physician services, hospitalization, prescription drugs, maternity and mental health benefits. Dependent coverage is available if employees wish to cover a spouse and/or child(ren). Premiums may be paid on a pre-tax basis.

### **DENTAL INSURANCE:**

Coverage for preventative and diagnostic care such as exams, cleanings and x-rays is at 100%. Restorative care such as fillings, extractions, root canals and oral surgery are covered after a deductible and co-insurance limits have been satisfied. Major services such as crowns, dentures and bridges are covered after a deductible and co-insurance have been satisfied. Orthodontic coverage is also available for children under age 19.

### **VISION COVERAGE:**

Coverage includes an eye examination, lenses, frames or contact lenses paid at 100% after a \$15 deductible. Exams and lenses are available every 12 months; frames are available every 24 months.

### **FLEXIBLE SPENDING ACCOUNTS:**

Medical and dependent care accounts are available on a pre-tax basis for payment of qualified out-of-pocket medical or daycare expenses.

### **SHORT TERM DISABILITY (STD):**

An optional benefit available at the employee's expense. STD provides replacement of wages when an employee is unable to work due to a non-occupational injury/illness. The benefit is 60% of weekly salary after the employee has been unable to work for 30 days.

### **LONG TERM DISABILITY (LTD):**

An optional benefit available at the employee's expense. LTD provides coverage after an employee is unable to work for 6 months. The benefit is 60% of monthly salary up to age 65, or according to the age schedule if over 65 at the time of the disability.

### **LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D):**

Term life insurance and AD&D coverage equal to two times annual salary, not to exceed \$50,000. Premium is at no cost to employees.

### **EMPLOYEE ASSISTANCE (EAP) PROGRAM:**

The program is available for employees and their covered dependents at no cost. The plan offers information, referrals, educational materials and counseling. Services include but are not limited to, substance abuse, marital, financial, and legal assistance. Services are confidential and are available 24/7.

### **OTHER OPTIONAL PLANS:**

During Open Enrollment, optional plans are available at the employee's expense. These include cancer policies, accident policies and optional life insurance for employee, spouse and child(ren).