

**CITY OF TALLAHASSEE
NON-BARGAINING UNIT, NON-EXECUTIVE EMPLOYEES
SALARY AND BENEFITS INFORMATION**

NOTE: This is intended as an overview only. All benefits are subject to modification, amendment or deletion. For complete salary and benefits information, contact the Human Resources Department.

SALARY INCREASES:

- Merit: As a general rule, merit increases, if approved by the City Commission, are provided to eligible employees at the beginning of each fiscal year.
- Other: Eligible employees may receive a salary increase as a result of a band or in-band advancement. These increases are provided at the department director's discretion in accordance with pay guidelines.

BENEFITS PROVIDED TO ALL EMPLOYEES

PENSION: Retirement Program with Pre-Retirement Survivor's Annuity

Pension: Employee contributes 3.5, tax deferred, of his/her base pay and the City contributes remaining funds to keep the pension plan actuarially sound. Participation in the plan is mandatory. An employee may vest in the regular pension plan after five years of employment.

Matched Annuity Pension Plan (MAP): Employee may make a matched voluntary contribution of up to 5% of pay and may make additional unmatched contributions up to the regulatory limits. All contributions to MAP are tax-deferred. In addition, the City contributes an amount equal to 5% of pay to each employee's account.

If, at retirement or later, an employee elects to apply MAP contributions and earnings to a lifetime payment, the City will provide a 50% match of the employee's applicable account balance. An employee must complete 7 years of employment to take advantage of the 50% matching provision.

All employee contributions, including the City's 5% MAP contribution to the retirement program, plus interest, is refundable to the employee upon termination of City employment prior to retirement. If the employee becomes vested, he/she may request a refund or leave his/her contributions in the retirement program to receive benefits at retirement age. Contribution refunds and retirement benefits are subject to tax upon receipt.

CHOICES PROGRAM:

The City offers a flexible benefits program called CHOICES which allows each employee to select a benefits package which meets individual needs. In addition to the City-subsidized medical plan, CHOICES offers a variety of optional insurance coverages including life, dental, vision, legal, accidental death and dismemberment, and long-term

care. Flexible spending accounts for uninsured medical expenses and for dependent care are also available.

All non-bargaining unit employees receive an annual benefits allowance called FlexBucks to help pay for the benefits described above.

BENEFITS PROVIDED TO EMPLOYEE BASED ON JOB CLASS OR DEPARTMENTAL APPROVAL:

1. Uniforms and safety shoes
2. Cleaning of uniforms
3. Educational assistance or tuition reimbursement

ADDITIONAL BENEFITS PROGRAMS:

1. Employee Assistance Program - provides free, confidential professional assistance to help employees resolve problems that affect their personal lives.
2. Tallahassee/Leon County Employee Federal Credit Union - diversified services including savings, loans, safety deposit boxes, financial counseling and share draft accounts.

HOLIDAYS:

The City of Tallahassee observes the following holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Also, the City Manager usually designates an additional holiday to be observed at Christmas time.

LEAVES WITH PAY:

1. Personal leave for regular full-time employees is earned as follows:

<u>Creditable City Employment</u>	<u>Hours per hour</u> ¹	<u>Monthly Equivalent</u> ¹
Up through 10,400 hours (5 years of service at 40 work hrs/week)	.057693	10 hours

<u>Creditable City Employment</u>	<u>Hours per hour</u> ¹	<u>Monthly Equivalent</u> ¹
10,401 hours through 20,800 hours (5 to 10 years of service at 40 work hrs/ week)	.069231	12 hours
20,801 hours through 41,600 hours (10 to 20 years of service at 40 work hrs/week)	.080770	14 hours
Over 41,601 hours (over 20 years of service at 40 hrs/week)	.092308	16 hours

Personal leave for regular part-time employees is earned as follows:

<u>Creditable Service</u>	<u>Hours per hour</u> ¹
Up to 5 years (through 60 months)	.057693
5 to 10 years (61 through 120 months)	.069231
10 to 20 years (121 through 240 months)	.080770
Over 20 years of service (241 months or more)	.092308

2. Sick leave is accrued as follows:

.023077 Hours per Hour²
 Monthly Equivalent – 4 hours

3. Catastrophic illness leave up to a lifetime maximum of 1200 hours is made available to qualified employees with more than 4,160 creditable hours of service and who experience an absence in excess of 48 consecutive work hours for a medically certified illness or disability.

Catastrophic illness leave for part-time employees will be awarded as follows:

¹ Hours of Personal Leave per hour of creditable service.
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² Hours of Sick Leave per hour of creditable service.

<u><i>Creditable Service</i></u>	<u><i>Lifetime Maximum</i></u>
24 months of creditable service in a position greater than or equal to .5 and less than a .75 full time equivalency (20 hours up to, but not including, 30 hours per week.)	600 hours
24 months of creditable service in a position greater than or equal to .75 and less than one full time equivalency (30 hours up to, but not including, 40 hours per week.)	900 hours

4. Military Leave
 - a. Annual Field Training
 - b. Emergency Active Duty
5. Administrative Leave
 - a. Jury Duty
 - b. Court Appearance
 - c. Death in Immediate Family
6. Compensatory Leave
 (subject to City policy and procedures)

LEAVES WITHOUT PAY:

1. Educational Leave
2. Compulsory Disability Leave
3. Other Leave:
 - a. Personal Disability
 - b. Parental Leave
 - c. Family Member Disability
 - d. Public Service
 - e. Political Activities
 - f. Other Compelling Reasons

Effective: 02-03-89	Revised: 01-08-90	Revised: 11-13-90	Revised: 05-01-91
Revised: 06-21-91	Revised: 09-24-91	Revised: 01-01-92	Revised: 10-01-92
Revised: 09-24-93	Revised: 09-24-95	Revised: 09-24-96	Revised: 09-24-97
Revised: 06-24-98	Revised 06-18-99	Revised 11-09-99	Revised 10-03-00
Revised: 08/07/01			
Revised 1/6/05	Revised 9/29/05	Revised 9/30/06	