

## **Benefits**

### **SECTION VI BENEFITS**

#### **6.00 Flexible Benefits Plan**

Leon County provides a Cafeteria Plan (Section 125 of the IRC) which includes Health, Dental and Vision insurance offerings plus Flexible Spending Accounts (FSA) consisting of a Medical Expense and a Dependent Care account. Health, Dental and Vision insurance premiums and FSA contributions are paid for with pre-tax dollars by payroll deduction.

Booklets and certificates of coverage are available explaining the benefits of the plans.

All regular full-time employees are eligible to participate. Part time employees (working at least 20 hours per week) who have been employed for 2 years are eligible only for health insurance and participation in the Colonial Insurance programs. New hires must enroll within the first 30 days of hire or wait until the Annual Open Enrollment period.

#### **6.01 Group Insurance**

Group insurance is available to all regular full time employees and their eligible family members. The County contributes to the cost of medical and group term life insurance coverage.

Leon County will pay for the total medical insurance premium for married couples when both spouses work for any separate Leon County Board or Constitutional Office: Clerk of Courts, Supervisor of Elections, Property Appraiser, Tax Collector, Sheriff.

Employees may chose to participate in medical, dental, vision, additional/supplemental or dependent life insurance, and long term disability insurance.

Additional voluntary programs are available for purchase such as the Legal Plan and the Voluntary Supplemental Insurance Products.

Booklets explaining the insurance programs in detail are available in Human Resources.

##### **6.01.1 Medical Insurance Opt-Out Program**

Regular full time and eligible part time employees can choose to opt out of medical insurance coverage by providing proof of other coverage. The employee will receive a bi-weekly dollar amount added to their paycheck for opting out of medical insurance. The opt out amount will be determined annually.

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### **6.02 Retirement**

Leon County employees participate in the State of Florida Retirement System (FRS). This program covers all regular full-time, regular part-time and temporary full-time employees, if temporary employment is six (6) consecutive months or longer. The cost of this program is paid for by the County and no deductions will be made from employee's pay for retirement.

The FRS offers 2 programs from which to choose: the Pension Plan and the Investment Plan. An employee will become vested in the Pension Plan upon completing 6 years of service and in the Investment Plan upon completion of 1 year of service.

### **6.03 Deferred Compensation**

Leon County offers the opportunity to contribute to a Deferred Compensation Plan through payroll deduction. A Deferred Compensation Plan provides the opportunity to participate in a long-range savings program which is designed to supplement retirement income. Booklets explaining these plans are available in Human Resources.

#### **6.03.1 Cash Match Retirement Savings Plan**

Leon County offers a discretionary cash match to employees who contribute to the Deferred Compensation Plan. Employees must have 6 months of service and meet other eligibility requirements to receive the cash match and will become 100% vested at that time. The ability to offer the match will be determined annually based on availability of funds.

### **6.04 Disability Salary Continuation**

A three month disability salary continuation is provided to Senior Management Service employees and a six month disability salary continuation is provided to Executive Service employees.

### **6.05 Credit Union**

Any Leon County employee is eligible to join the Tallahassee Leon Federal Credit Union. Deposits and loan payments may be direct deposited.

### **6.06 Tuition Assistance and Staff Training and Development**

Full-time employees may participate in the tuition assistance program if they have been employed for at least six months, consecutively; successfully completed six months of

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the probationary period; met performance standards for the past six months; and have not had any disciplinary procedures in the past six months. Employees may be reimbursed for up to six (6) semester credit hours per semester, (per participating employee) with a maximum of 18 semester credit hours per fiscal year.

Approval for tuition reimbursement will be based upon the following criteria:

- A. Course work will improve the employee's capability to perform the duties and responsibilities officially assigned to the position currently occupied by the employee.
- B. Course work will develop or improve the employee's skill, ability, and knowledge within the employee's occupational field, or will provide cross-training deemed beneficial to meeting the needs of the County.
- C. Undergraduate or graduate level college programs, vocational training courses, and correspondence courses meeting the above criteria may be eligible for reimbursement.
- D. Diplomas or degrees must be from an educational institution accredited by an accrediting body approved by the U.S. Department of Education.
- E. Grants and scholarships that cover full tuition costs will not be eligible for tuition reimbursement.
- F. Employees who participate in the Tuition Assistance Program will not be eligible to participate in the Educational Attainment Compensation Program.

To be eligible for reimbursement, the tuition must be approved prior to the start of classes and will be assigned on a first come-first serve basis, with approval based on the availability of funds. All reimbursements shall be based on local market public institution rates, with the exception of Emergency Medical Services.

Emergency Medical Services employees may be approved by Human Resources to enter into an accelerated program, take additional courses, and be approved to receive full reimbursement for Emergency Medical Services-related coursework taken at any accredited Florida institution.

Subject to the availability of funds at time of pre-approval, Human Resources will

recommend payment of tuition reimbursement after successful completion of the course(s) based on the following scale:

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Grades A and B, undergraduate and graduate enrollment and Pass for undergraduate internships and graduate enrollments are reimbursed at the 100% level.

Grade C is reimbursed at the 50% level.

Course-connected laboratory fees are considered part of tuition. Books and other expenses; i.e. late registration, transportation fees, health fees, and certification or examination fees are not eligible expenses for tuition reimbursement.

Leon County shall not provide tuition reimbursement to any employee who separates from employment with the County, voluntarily or involuntarily, prior to successful completion of approved course(s). Employees who voluntarily resign or terminate employment for whatever reason, are required to reimburse the County as specified in Section 6.06.

Employees, who participate in the Tuition Assistance Program will be obligated to remain with Leon County for a minimum of two (2) years after the completion of the last class attended for which they were reimbursed. Those employees who voluntarily resign or terminate employment for whatever reason, prior to the expiration of the two (2) year period, shall repay the County 100% of the monies received by the employee from the Tuition Assistance Program. This payback does not include travel, board, or other related expenses. Training and staff development activities that are provided through the County's internal training programs or processes are not included in the repayment requirement. Reimbursement to the County will not be required for conference registration and employment-related or required training.

### **6.06.1 Procedure: Tuition Reimbursement and Staff Training and Development**

All external employee training must be approved by the employee's department and Human Resources prior to the start date of the training. The employee should notify the supervisor of the intent to pursue education or training. The employee then completes a Tuition Approval and Training Request Form which must be signed by designated administrators and submitted to Human Resources for approval prior to enrollment.

Tuition reimbursement will be provided for pre-approved credit-earning courses only. Departments may be responsible for payment of registration for department-approved staff training that does not qualify for tuition assistance. A copy of the Tuition Approval & Training Request Form will be sent back to the employee after it has been approved by Human Resources.

After completion of approved credit-earning courses, the employee may request tuition reimbursement by submitting the following documents to Human Resources:

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- A. Grade report (computer printout is acceptable)
- B. Itemized payment receipt (computer printout is acceptable)
- C. Completed and signed (by requestor and designated administrators) Tuition Reimbursement Form

Reimbursement for tuition must be requested within sixty (60) working days following the completion of the approved courses.

This policy shall become effective for new classes starting after February 28, 2006. Current employees who have taken classes prior to February 28, 2006 will have those classes “grandfathered” in under the current Tuition Assistance Policy.

### **6.07 Parking**

Parking space within the Courthouse is available to those employed at the Courthouse on a lease basis according to nature of the job and longevity.

### **6.08 Executive\Senior Management Service Severance Package**

Outline is available in Human Resources.

### **6.09 Executive\Senior Management Service Relocation**

Moving expenses in an amount not to exceed \$1,000 is allowed.

### **6.10 Executive\Senior Management Service Memberships and Professional Development**

Financing of professional organization memberships and job related professional developmental activities is provided.

### **6.11 Employee Assistance Program**

A referral program for all employees in need of personal help is available.

### **6.12 Awards of Excellence Program**

The Board of County Commissioners encourages employees individually, and in groups to achieve superior work results. In support of this philosophy, the Awards of Excellence Program is designated to attract, encourage, develop and retain motivated employees by appropriately recognizing and rewarding individual and group performances and contributions to improve Leon County, within the organization and the community.

#### **6.12.1 Procedure: Awards of Excellence Program**

1. As a part of their normal job duties, managers and supervisors are responsible for nominating employees whose contributions merit special recognition.

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2. Employees may, and are encouraged to, nominate other employees or group of employees whose contributions merit special recognition.
3. These awards are competitive.
4. A committee made up of six employees representing their respective departments (i.e. Public Services, Management Services, Public Works, Growth and Environmental Management, County Attorney and County Administration) and a HR staff person will be responsible for the reviewing of nominations and choosing a recipient(s) for the following awards: Notable Achievement Award (quarterly), Awards of Distinction (annually), Employee Innovation and Heroism (when necessary).
5. All nominations must be submitted to the Human Resources department on the appropriate nomination form located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).
6. Specific information and factual data provided must show how the nominee(s) exceeded normal job requirements and made exceptional contributions to the overall improvements of the operation or assisted in meeting organizational goals.
7. Complete details of eligibility, criteria, process and procedures of the Leon County Awards of Excellence Program is outlined in the Leon County Awards of Excellence Program Description located on the Leon County Intranet (L-Net) under LCBCC Awards Programs (Awards of Excellence Program Description and Nomination Forms section).
8. The County Administrator may make modifications to the types of awards given based upon need when deemed appropriate and in the best interest of the employees of Leon County.