

NEWLY APPROVED PER PERSONNEL RESOLUTION # 08-12-02, ADOPTED 12.22.08.

**Pay Periods** – 14-day cycle/26 per year

	<u>Per Pay Period</u>	<u>Per Year</u>
Regular Employees	80 hrs.	2080 hrs.
Police Officers	84 hrs.	2184 hrs.
Fire Employees	106 hrs.	2756 hrs.

Payday is on the Wednesday following the end of the pay period.

**Sick Leave** - Unlimited Accumulations

	<u>Earned Per Pay Month</u>	<u>Earned Per Year</u>
Regular Employees	8 hours	96 hours
Police Employees	8.4 hours	101 hours
Fire Employees	10.6 hours	127 hours

Employees leaving the Town service are not entitled to be paid for unused sick leave.

**Vacation Leave**

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the first six months of the probationary period. Employees shall be allowed to take accumulated vacation leave after six months of service.

		<u>Earned Per Pay Month</u>	<u>Earned Per Year</u>
Regular Employees	(less than 5 years)	8 hours	96 hours
	(5 years but less than 10 years)	10 hours	120 hours
	(10 years but less than 15 years)	12 hours	144 hours
	(15 plus years)	13.33 hours	160 hours
Police Employees	(less than 5 years)	8.4 hours	101 hours
	(5 years but less than 10 years)	10.5 hours	126 hours
	(10 years but less than 15 years)	12.6 hours	151 hours
	(15 plus years)	14 hours	168 hours
Fire Employees	(less than 5 years)	10.6 hours	127 hours
	(5 years but less than 10 years)	13.25 hours	159 hours
	(10 years but less than 15 years)	15.9 hours	191 hours
	(15 plus years)	17.66 hours	212 hours

Vacation leave is accumulated each pay period. Vacation leave may be accumulated without any applicable maximum until December 31 of each year. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed thirty days (30) based on the formula in Article VII, Section 16 of the Personnel Resolution. Effective the last payroll in the calendar year, any employee with more than this maximum amount of accumulated leave shall

have the excess accumulation removed so that only 30 days are carried forward to January 1 of the next calendar year. Employees are not eligible to receive pay for vacation time not taken.

\*30 day equivalents: Regular: 240 hrs Police: 252 hrs Fire: 318 hrs

Under no circumstances is the Town liable for payment of vacation leave over the maximum.

Employees may have the excess vacation leave (over the above maximum) converted to sick leave provided that they have taken 5 days of vacation in the calendar year.

**Probationary Period**

All new employees serve a probationary period as follows:

- Regular Employees                      6 months
- Police Employees                      12 months
- Fire Employees                         12 months

Employees accumulate, but may not use, vacation leave during the first six months of the probationary period.

**Holidays – 10 or 11 annually**

- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Thursday & Friday
- Christmas Day (2 or 3 days)

When Christmas falls on:	Work Days Off:
Sunday	Friday and Monday
Monday	Monday and Tuesday
Tuesday	Mon, Tues, and Wed
Wednesday	Tues, Wed and Thurs
Thursday	Wed, Thurs, and Friday
Friday	Thursday and Friday
Saturday	Friday and Monday

In order to receive a paid holiday, an employee must be on paid status before and after the holiday.

\*Holiday equivalents: Regular: 8 hrs Police: 8.4 hrs Fire: 10.6 hrs

**TOWN OF ATLANTIC BEACH  
EMPLOYEE BENEFITS**

**MEDICAL INSURANCE** – Town pays employee portion

<b>BLUE CROSS BLUE SHIELD BLUE OPTIONS MEDICAL RATES</b>
--

<u>Individual</u>	<u>Emp/Children</u>	<u>Emp/Spouse</u>	<u>Emp/Family</u>
\$536.93	\$984.84	\$1,205.75	\$1,728.11
	<u>-536.93</u>	<u>-536.93</u>	<u>-536.93</u>
<b>MONTHLY</b>	<b>\$447.91</b>	<b>\$666.82</b>	<b>\$1,191.18</b>
	÷ <u>    2</u>	÷ <u>    2</u>	÷ <u>    2</u>
PER PAYCHECK	\$223.96	\$334.41	\$595.59

<b>TOWN OF ATLANTIC BEACH BLUE OPTIONS HIGHLIGHTS</b>
---

Copay – \$20 Primary Care Physician / \$40 Specialist  
 Urgent Care Centers – \$40 copay  
 Emergency Room – \$150 copay, waived if admitted  
 Inpatient Hospital Services – 80% after deductible  
 Vision – \$100 reimbursement for lenses/frames/contacts

Deductible – \$1000 Individual / \$3000 Family  
 Out-of-Pocket Maximum – \$3000 Individual / \$9000 Family  
 Lifetime Benefit Maximum – Unlimited

Prescriptions – \$10/30/45

**DENTAL COVERAGE**

The Town provides a self-insured dental plan to full-time employees and their family with a fiscal year benefit of \$1,000 (July 1 to June 30) for dental services. Employee must pay for dental service and attach a statement **showing date of office visit, patient’s name, total cost of services rendered, and date/amount paid** to dental claim form in order to be reimbursed. All dental reimbursement forms shall be delivered to the Personnel Officer in a sealed envelope to maintain confidentiality. Benefits are paid as follows:

First \$200.00 spent is reimbursed @ 100% = \$ 200.00  
 Next \$1000.00 spent is reimbursed @ 80% = \$ 800.00  
\$1000.00

**SUPPLEMENTAL/DEPENDENT LIFE COVERAGE  
AVAILABLE THROUGH PAYROLL DEDUCTIONS**

**SUPPLEMENTAL LIFE INSURANCE**

- ◆ 40% participation or must have evidence of insurability
- ◆ No disability premium waver
- ◆ \$10,000 increments up to \$100,000 maximum. After initial enrollment, any increase greater than \$10,000 will require evidence of insurability.
- ◆ Terminates at retirement (conversion option available) unless employer provides retiree life benefits.
- ◆ Benefits reduce at ages 65, 70 and 75 (see benefit booklet)
- ◆ Premium Based on Age

<u>AGE</u>	<u>\$ per 1000</u>
Less than 35	0.10
35 – 39	0.13
40 – 44	0.20
45 – 49	0.34
50 – 54	0.54
55 – 59	0.87
60 – 64	1.31
65 – 69	1.97
70 – 74	3.72
75 – 79	6.00
80 – 85	9.28

- ◆ Supplemental Life Insurance Reductions
  - At age 65 by 35% of the pre-65 amount,
  - At age 70 by an additional 20% of the pre-65 amount,
  - At age 75 with a final additional reduction of 15% of the pre-65 amount.

**DEPENDENT LIFE INSURANCE**

- ◆ Coverage available on all eligible dependents.
- ◆ Amount of coverage depends on the age of the dependent.
- ◆ Plan available is titled Plan B and is **\$1.06 per month**.

**Spouse: \$2,500**

**Unmarried Child(ren) age:**

14 days but less than 6 months	\$250
6 months but less than 2 years	\$500
2 years but less than 3 years	\$1,000
3 years but less than 4 years	\$1,500
4 years but less than 5 years	\$2,000
5 years but less than 19* years	\$2,500

\*Age 19 through 26 if full-time student.

**Town of Atlantic Beach  
State Retirement Plan**

**Plan Participation:**

**All new hires are required to participate in the State Retirement Plan and shall contribute 6% of their earnings toward the Plan.**

**After one year of service with Atlantic Beach, employees are eligible for the Death Benefit.**

**Town of Atlantic Beach  
State 401(k) Plan**

**The Town of Atlantic Beach contributes 5% of base salaries for all full-time employees to the State 401(k) Plan. As required by state law, the Town contributes 5% to the Plan on behalf of all full-time sworn enforcement officers.**