



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
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POLICY:

It is the policy of the County to provide its employees with a comprehensive benefits program. The Human Resources Director is responsible for reviewing the benefits program and making necessary recommendations to maintain a competitive and cost effective benefits package. The County reserves the right to modify, amend, or terminate any component of the benefits program (consistent with applicable statutes) as it applies to all current, former, and retired employees.

COMMENT:

1. All benefits provided by the County are described in documents which are maintained in the Human Resources Department. The Human Resources Department administers the County's benefits program, either directly or through third parties. These benefits are available to eligible employees as indicated in this unit and in the listed units of the Administrative Manual related to the individual components.
2. Summary listing of primary benefits and information sources:
 - a) **Vacation Leave** - See the unit VACATION LEAVE, AM-502.1
 - b) **Sick Leave** - See the unit SICK LEAVE, AM-702.1
 - c) **Sick Incentive** - See the unit SICK LEAVE, AM-702.1.
 - d) **Holidays** - See the unit HOLIDAYS, AM-503.1.
 - e) **Administrative Leave** - See the unit SHORT-TERM ABSENCES, AM-702.3.
 - f) **Health Insurance** - The County provides health insurance for employees who are budgeted to work 30 hours or more per week. Insurance is effective the first of the month following 60 days from the date of hire or from the date of an employee is placed into an eligible position. Dependent coverage is available. The cost of insurance is shared between the employee and the County.
 - g) **Flexible Spending Account** – The County provides employees the opportunity to defer income on a pre-tax basis to a Health Care FSA and/or a Dependent Care FSA. An FSA allows employees to set aside money from their paycheck for reimbursement of out of pocket health care and day care expenses that they regularly pay.
 - h) **Basic Life Insurance** – Basic term life insurance is provided for regular employees who are budgeted to work 30 hours or more per week. The benefit amount is 1x the annual



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salary rounded up to the next \$1,000 up to a maximum amount. Life insurance is effective the first of the month following 60 days from the date of hire or from the date an employee is placed into an eligible position. The cost for basic life insurance is paid by the County. Employees covered under this basic term life insurance will have included in their wages a "value" for the insurance coverage in excess of \$50,000 per applicable Internal Revenue Service Codes. Employees may purchase additional life insurance during defined enrollment periods subject to the terms and conditions of the policy. Dependent life insurance is also available for the spouse and children of the eligible employee subject to the terms and conditions of the policy. Additional and dependent life insurance is paid by the employee.

- i) **Optional Insurance** - Includes, but is not limited to, short term disability, long term disability, dental insurance, cancer, hospital confinement, accident coverage and others which may be purchased at the employee's cost.
- j) **Retirement** - The County participates in the Florida Retirement System. Both the County and the employee contribute to the retirement plan as established by the Florida Statute. Employees may obtain additional information regarding retirement benefits from the MyFRS website at <https://www.myfrs.com/>. Retirement Specialists and Financial Planning is also available through the Florida Retirement System at no cost to the employee.
- k) **Deferred Compensation** - This is an optional program that is available through payroll deduction and provides employees the opportunity to defer income on a pre-tax basis to a retirement account. This plan is administered in accordance with Internal Revenue Service Code 457 and other applicable laws.
- l) **Employee Assistance Program** – The County provides a comprehensive Employee Assistance Program for covered employees and family members. The program offers access to licensed mental health professionals through a confidential program. Employees and family members will have access to confidential assistance regarding a variety of life issues including but not limited to workplace issues, stress, legal and financial concerns, family and/or marriage issues, dependent care, grief and bereavement, anxiety, and substance abuse. The program is free and confidential.

Information regarding these benefits is available on the County's website under Human Resources.

JASON E. BROWN _____ DATE _____