

**2009/2010  
TOWN OF INDIAN SHORES  
SUMMARY OF BENEFITS**

**HOLIDAYS:**

- |                     |                                  |
|---------------------|----------------------------------|
| 1. NEW YEARS DAY    | 6. THANKSGIVING DAY              |
| 2. MEMORIAL DAY     | 7. DAY FOLLOWING<br>THANKSGIVING |
| 3. INDEPENDENCE DAY | 8. CHRISTMAS DAY                 |
| 4. LABOR DAY        | 9. TWO (2) PERSONAL DAYS         |
| 5. VETERAN'S DAY    |                                  |

**ANNUAL LEAVE:**

Earned by full time employees on the basis of continuous length of service.

<u>YRS. OF SERVICE</u>	<u>HR'LY RATE EARNED BIWEEKLY</u>
Less than 5	4
5 - 10	5
10 - 15	6
15 - 20	7
20 & over	8

No more than 240 hrs. of annual leave may be carried forward from one fiscal year to the next.

**SICK LEAVE:**

Earned by full time employees on the basis of continuous length of service.

<u>YRS. OF SERVICE</u>	<u>HR'LY RATE EARNED BI-WKLY</u>
Less than 15	4 hours = 13 working days per year.
15 years and over	6 hours = 18 working days per year.

An employee who does not use all of his or her accrued sick leave by the end of the twenty-sixth (26<sup>th</sup>) biweekly period in any fiscal year may carry forward to the next fiscal year up to eight hundred (800) hours of unused sick leave, plus one year's sick leave for potential use to allow them to remain at the 800 hours level for cash-out purposes. Any employee, who separates employment from the Town other than for cause and who, at the time of separation has 800 accrued hours of sick leave, will be paid for one hundred and twenty (120) hours.

Except as provided above, any employee who separates employment with the Town for any reason loses, and shall not be compensated for, all unused sick leave.

**UNPAID LEAVE:**

After six (6) months of employment with the Town and when an employee has exhausted all accrued annual sick leave. Four (4) months for personal or health reasons.

**EMERGENCY LEAVE:**

Three (3) days of emergency leave with pay per calendar year for emergencies involving the employee's immediate family.

**MILITARY LEAVE:**

Seventeen (17) paid calendar days in any one calendar year for the purpose of undergoing training if employee is a member of one of the National Guard of the United States Armed Forces Reserve Components.

**CIVIL DUTY LEAVE:**

Five (5) days with compensation less any amount received as compensation for serving as a juror or witness.

**INSURANCE:**

**HEALTH AND LIFE INSURANCE**

The Town contributes 100% of premium for Health Insurance coverage along with 100% of premium for \$50,000 of Life Insurance and AD&D per full-time employee.

**DISABILITY INSURANCE**

The Town pays for a disability income policy for all full time **employees who have completed six months of employment.**

**DENTAL INSURANCE**

The Town contributes 100% of the premium payments for Dental coverage per full-time employee.

**QUALIFIED RETIREMENT PLAN:**

**General Employees:** A thirteen (13) percent of salary contribution is made by the Town in the employee's name to a 401a qualified retirement plan. Employees are 100% vested after five (5) years. Employees are required to make a seven (7) percent mandatory contribution.

**Police Employees:** The Town contributes a sufficient amount to fund the Plan as an actuarial study determines. The employee contributes a mandatory 5% and the State of Florida contributes under Florida Statutes, Chapter 185.

**SOCIAL SECURITY:**

All employees are covered by social security.

**TUITION REIMBURSEMENT:**

A tuition reimbursement policy is available to full time employees.

Complete guidelines for eligibility are listed in the policy.

**WORKER'S COMPENSATION:**

The Town provides all employees' employment connected disability coverage.

**UNIFORM ALLOWANCE:**

The Town pays all Police Officers \$125.00 semi-annually for uniform maintenance.

**UNION:**

Police Officers are under the protection of the Police Union.

**EMPLOYEE ASSISTANCE PROGRAM (EAP):**

Administered through Baycare Life Management for all employees and their eligible dependents for confidential assessment, evaluation and problem resolution assistance. Help is available for:

Marital/Family/Relationship Issues  
Emotional/Stress related Issues  
Alcohol/Drug Related Issues