

APPROVED PER PERSONNEL RESOLUTION # 20-07-01, ADOPTED 07/27/2020

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	100.8 hours
Fire Employees	10.6 hours	127.2 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	100.8 hours
	(5 years but less than 10 years)	10.5 hours	126 hours
	(10 years but less than 15 years)	12.6 hours	151.2 hours
	(15 plus years)	14 hours	168 hours
Fire Employees	(less than 5 years)	10.6 hours	127.2 hours
	(5 years but less than 10 years)	13.25 hours	159 hours
	(10 years but less than 15 years)	15.9 hours	190.8 hours
	(15 plus years)	17.66 hours	212 hours

Vacation leave is accumulated each month. Vacation leave may be accumulated without any applicable maximum until December 31 of each year. During the pay period containing December 31, any employee with a balance exceeding 30 days shall have the excess accumulation transferred to sick leave so that only a balance of 30 days is carried forward to January 1. Employees are not eligible to receive pay for vacation time not taken. Under no circumstances is the Town liable for payment of vacation leave over the maximum.

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

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 – 12 annually

- New Years Day
- Martin Luther King Jr Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Thursday & Friday
- Christmas Day (3 days)

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

MONTHLY NCLM MEDCOST MEDICAL / VSP VISION RATES

<u>Individual</u>	<u>Emp + Children</u>
\$0*	\$494

Employee portion paid by the Town at \$640/month.

Effective July 1, 2015, spousal coverage options were discontinued.

PLAN HIGHLIGHTS

Copay – \$20 Primary Care Physician / \$40 Specialist
Urgent Care Centers – \$40 copay
Emergency Room – \$250 copay, waived if admitted
Inpatient Hospital Services – 80% after deductible

Deductible – \$2,000 Individual / \$4,000 Family
Out-of-Pocket Maximum – \$4,000 Individual / \$6,000 Family
Lifetime Benefit Maximum – Unlimited

Prescriptions – \$10/40/55 (specialty meds: \$50 or 25% up to \$100 max)

VPS Premier Plus Vision – \$160 reimbursement for lenses/frames/contacts

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 rendered at a dental facility. 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

**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.