



## SUMMARY OF BENEFITS FOR THE CITY OF MILTON



The City of Milton provides a comprehensive package of employee benefits that include paid time off, various insurance options and other benefits, most of which are described below. Policies and procedures may be modified, amended, or deleted by Florida Statute and/or local ordinance.

### **LEAVE BENEFITS:**

The City provides several types of leave benefits that are available to all employees.

Annual – Employees enjoy annual off and accumulate at the rates listed below. Unused annual leave rolls over to the next year. Employees who separate from the City in good standing are paid all of their accrued annual leave.

- General employees – eight (8) hours per month
- Police – eight (8) hours per month
- Firefighters – twelve (12) hours per month

Annual leave may be carried over and accumulated to a maximum of 200 hours for general employees and 300 hours for members of the Firefighters Union

Sick - General employees and Police Dept. are given 10 hours of sick leave each month. Firefighters are given 15 hours of sick leave each month. Unused sick leave rolls over to the next year. Employees can accumulate a maximum of 720 hours of sick leave.

Personal Holiday – The City grants one (1) working day per calendar year as a personal holiday.

Holidays - News Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Friday after, Christmas Eve and Christmas Day are observed as official holidays. Police Officers and Firefighters are paid in December for all holidays.

Military Leave - Granted in accordance with Florida statutes.

Jury Duty - Employees serving on jury duty are paid regular salary in addition to the per diem paid by the Courts.

Funeral Leave - The City permits three (3) days off with pay in the event of a death in the employee's immediate family. Firefighters get two (2) days off with pay.

Sick Leave Pool Program - Sick Leave Pool Program allows participating full-time employees the option to pool sick leave credits for use upon the depletion of their accrued sick leave credits in the event they become seriously ill or have family members who are ill. **This is strictly a voluntary program and no employee will be required to participate.**

### **INSURANCE BENEFITS:**

The City offers insurance benefits through the UnitedHealthCare Choice Plus Plan.

- UnitedHealthcare Choice Plus is an "open access" health care plan. Your employees can choose any provider they'd like to see in the UnitedHealthcare national network.

Members must stay in the network to receive benefits. Members also have the freedom to choose their physician or specialist without visiting a "primary care physician" for a referral.

- The City provides \$25,000 life insurance at no charge to the employee.
- Police and Firefighters are also given \$25,000 Accidental Death and Dismemberment Coverage.
- Dental insurance is offered through United Concordia.
- Vision coverage is offered through Avesis.
- Representatives from Colonial Life and AFLAC are also available for employees to seek additional benefits.

### **PENSION:**

All Classified and Unclassified employees participate in a defined pension plan.

- General Retirement Plan (Mandatory): All general employees are required to participate in the retirement program. Employees are eligible to join six (6) months after there are employed with the City of Milton in January or July. Employees contribute 10% into this plan while the City's contribution is determined by annual actuarial valuation
- City of Milton Municipal Firefighters Retirement Plan (Mandatory): This plan covers eligible Fire Department employees. Employees contribute 6.5% while the City's contribution is determined by annual actuarial valuation. Employees can receive normal retirement benefits when they have 25 years of service or have reached 54 years of age. Ten years of service is required for vesting.
- Policeman Pension Plan (Mandatory): This plan covers only sworn enforcement officer employees. Employees contribute 8% into this plan while the City's contribution is determined by annual actuarial valuation. Normal retirement is age 55 and vested. Employees may enter the DROP at age 55 with a minimum of 10 years of service. With 20 years of service, employees may retire or enter the DROP at any age. Six years of service is required for vesting.

### **OTHER PENSION BENEFITS:**

- ICMA Retirement Plan (457 Plan) - This plan is eligible for all employees. The city will not contribute to this plan if you are eligible for the general retirement plan. Contract employees who are not eligible for the general retirement plan may elect this plan. The city contribution will be stated in their contract.
- Deferred Retirement Option Plan (DROP) - The DROP is designed to add flexibility to the three defined benefit pension plans of the City, while remaining cost neutral to plan funding. The DROP allows eligible members of any retirement plans to retire from their retirement plans, but continue employment with the city for a maximum of 60 months.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP):**

The City provides an Employee Assistance Program for all employees and their dependents to see a licensed mental health professional for assistance with problems of a personal nature.

### **TRAINING OPPORTUNITIES:**

- Education Reimbursement: When funding is available, this policy allows for up to 100% tuition refund for job-related courses and remedial courses taken on off-duty time.