

MONROE COUNTY BENEFITS AT A GLANCE

BENEFIT	REQUIREMENT(S)	EXPLANATION	MORE INFO
RETIREMENT: PENSION PLAN: Regular Class: 8.69% of salary Special Risk: 19.76% of salary	Regular employee.	Vested after 6 years of contribution. Defined contribution based on salary. Fixed benefit at retirement.	Retirement Guide 1-850-488-6491
RETIREMENT: INVESTMENT PLAN: Regular Class: 8.69% of salary Special Risk: 19.76% of salary	Regular employee.	Vested after 1 year in the Plan. Defined contribution based on salary. Employee allocates the contributions among various investment funds. Benefit depends on investment gains/losses.	1-866-446-9377 www.myfrs.com
DROP Deferred Retirement Option Program	“Normal Retirement Date”: Age 62 or 30 years of service (Special Risk: Age 55 or 25 years of service). Must be fully vested.	Program that allows employee to retire without terminating employment for up to 5 years.	Retirement Guide 2004 Ed.
GROUP HEALTH	Effective after 60 days of employment; must be regular, 25+ hpw employee.	Includes major medical, pharmaceutical, EAP (see below), \$20,000 Life Insurance Policy, AD&D Benefits. Dental & Vision Coverage are optional.	Benefit Plan Handbook Revised 1/1/07
ANNUAL LEAVE	Salary, regular employee, 20+ hpw employee-prorated.	13 days per year (increased with years of service), max carryover 40 days.	PPP Section 7.01
ANNUAL LEAVE PAYOUT	Excess of 40 working days of leave.	On 4/1 of each FY: Time earned in excess will be rolled over to sick leave balance.	PPP Section 7.01C (1)
SICK LEAVE	Salary, regular employee, 20+ hpw employee-prorated.	13 days per year; must wait 90 days before use.	PPP Section 7.02
HOLIDAYS	Salary employee.	12 days per year.	PPP Section 6.01
FUNERAL LEAVE	None.	2 days; immediate family member.	PPP Section 7.05
EDUCATIONAL ASSISTANCE	Eligible after 1 year; 25+ hpw employee.	Full paid tuition, lab fees, on line access fees & distance learning fees; must be job related; portion of textbooks paid	PPP Section 2.11
SICK LEAVE POOL	Eligible after 1 year; 25+ hpw employee.	640 hrs lifetime maximum.	Admin Inst 4702 & PPP Sec 7.02D
FAMILY MEDICAL LEAVE ACT	Must have wkd 1,250 hrs immediately preceding leave.	Up to 12 weeks protected leave; paid employee health benefits for leave without pay.	PPP Section 8.05
PAYROLL DEDUCTION	None.	Keys Federal and Southernmost Credit Union; Savings, checking, Xmas Club, etc.	Contact Human Resources Rep
DIRECT DEPOSIT	None.	Savings or Checking Account; Bank of choice	Contact Human Resources Rep
DEFERRED COMPENSATION	None.	Tax Deferred Savings; invest stocks/mutual funds.	Contact https://www3.valic.com/valiconline - www.nrservicecenter.com/nrs/?Site=NRS
THEME PARK DISCOUNTS	None.	Adventure Island, Kennedy Space Center, Busch Gardens, Sea World, Universal Studios, Hotel Discounts.	Contact Human Resources Rep
IN-HOUSE PROMOTION	Must work 6 months in current position.	Eligible first 7 days of opening.	PPP Section 2.13
YEARS OF SERVICE AWARD	Eligible after 5 years of employment.	Pin, monetary award.	PPP Section 2.15B
DOMESTIC PARTNER	Must meet specific criteria.	Defined significant other – eligible for same benefits equal to spouse.	PPP Section 14.02
CAREER SERVICE	Satisfactory completion of 1 yr prob period; Salary, regular, 25+ hpw employee.	Wrongly suspended without pay, discharged, receive reduction in pay or demotion: right to appeal to Board.	PPP Section 1.01
EMPLOYEE MONTH/YEAR	Must have held current position 3+ months.	Plaque and savings bond; 4% salary increase Employee of the Year.	Admin Inst 4000 & PPP Sect 2.15A
SAVINGS BONDS	None.	Series “I” & Series “EE”. Minimum \$50 bond per pay day.	Contact Human Resources
MENTORING & TUTORING	Training as designated by School Board Representative.	1 hour per week Administrative Leave to mentor a qualified youth. Resolution #100-2000. Approved BOCC 3/15/00.	PPP 8.01 K Contact School
EMPLOYEE ASSISTANCE PROGRAM	None.	Provides confidential, no cost professional assistance to help employees and their families resolve problems that adversely affect their personal lives and job performance.	1-800-272-7252 http://www.theallengroup.com/members/Advantage.html
FLEX TIME/ALTERNATIVE WORK SCHEDULE	Alternative Work Schedule: Division Director discretion. FlexTime: Department Head Approval.	Allows longer work days, shorter work weeks and flexible work hours for the department’s and/or employee’s benefit.	PPP 5.01 H & I Admin Inst 4705.8
BRING YOUR CHILD TO WORK (EMERGENCY)	None.	Provides an employee the option to bring their child to work in cases of emergencies where the parent cannot be away from work.	PPP Section 18
SECTION 125	25+ hpw employee. Eligible for deductions pertaining to insurance coverage.	Allows payroll deduction for insurance coverage to be taken from your paycheck before taxes are computed.	Group Insurance Office
CERTIFICATION INCENTIVE PROGRAM	Certification program must meet certain criteria according to position requirements. Must have prior approval.	Awards \$1500.00 salary increase to employee upon completion of certification program.	Human Resources Office

*This document is not designed to contain or be interpreted as a comprehensive inventory of all benefits and explanation of those benefits. Please review Monroe County Human Resources Policies and Procedures for information regarding the above mentioned benefits. *Employee Services Rev: 06/09*