



TOWN OF HIGHLAND BEACH COMPREHENSIVE BENEFITS PACKAGE

We believe Town employees are our most valuable assets. To attract and retain the best employees, we offer a competitive salary and benefits package, including training, educational assistance, and education incentive pay.

Full-time employees (those regularly scheduled to work at least 30 hours per week) are eligible for the Town of Highland Beach's comprehensive benefits package, which includes the items listed below:

Health Insurance

Premiums for eligible employees are paid by the Town. The employee may elect to cover a spouse and/or dependent children for which the Town also pays the premium for.

Dental Insurance

Premiums for eligible employees are paid by the Town. Premiums for any covered dependent(s) are paid by the employee.

Vision Insurance

Premiums for eligible employees are paid by the Town. Premiums for any covered dependent(s) are paid by the employee.

Basic Term Life Insurance

The Town provides each eligible employee with term life insurance. Supplemental Life Insurance may be purchased by the employee.

Dependent Life Insurance

Employees who select supplemental coverage for themselves may also purchase coverage for their spouse and dependent children.

Short-Term Disability

The short-term disability plan may help provide a source of income if you become disabled due to an illness or off-the-job injury.

Long-Term Disability

The Town provides Long-Term Disability insurance to eligible employees with no waiting period. The plan is designed to cover a disability sustained on or off the job.

Florida Retirement System (FRS) Investment Plan

Requires a 3% employee contribution

FRS employer contributes 11.91%

One year vesting requirement

FRS Pension Plan

Requires a 3% employee contribution

FRS employer contributes 11.91%

Eight year vesting requirement

Education Incentive Pay

The Town will pay an education incentive to full-time, non-probationary employees if the employee has, or achieves during employment, an Associate Degree, in the amount of an additional \$2,000 in annual compensation, which shall be paid through the Town's normal payroll process in equal installments each pay period throughout the year, subject to any and all applicable withholdings and deductions.

If a covered employee has, or achieves during employment, a bachelor's degree, that employee will receive an additional \$4,000 in annual compensation, which shall be paid through the Town's normal payroll process in equal installments each pay period throughout the year, subject to any and all applicable withholdings and deductions.

The Town will pay for only the highest degree obtained. Incentive pay may not be stacked for multiple degrees. Employees must present to the Town, through the Town Manager or designee, a copy of their degree, along with a certified transcript of classes taken that reflects the completion of the degree. The education incentive will only be paid if the degree has been earned at an institution recognized by the Council for Higher Education Accreditation and if it relates to the position held by the employee.

Paid Vacation

All employees accrue time toward paid vacation leave.

Every **non-exempt** employee holding regular status position may use accrued vacation leave after the conclusion of the probationary period or as approved by the Town Manager. Part-time employees accrue vacation leave at one-half (1/2) of the rate indicated below. Such annual leave shall be based on anniversary dates and granted as follows:

A. Beginning the first day of employment, employees begin accruing 10 working days of vacation leave each year.

B. After three (3) years, employees will begin accruing 15 working days of vacation.

C. After ten (10) years, employees will begin accruing 20 working days of vacation.

Every **exempt** employee holding regular status position may use accrued vacation leave after the conclusion of the probationary period or as approved by the Town Manager. Part-time employees accrue vacation leave at one-half (1/2) the rate indicated below. Such annual leave shall be based on anniversary dates and granted as follows:

A. Beginning the first day of employment, employees begin accruing 15 working days of vacation leave each year.

B. After three (3) years, employees will begin accruing 20 working days of vacation.

Paid Holidays

The Town observes 13 paid holidays throughout the year.

Personal Holidays

Employees starting to work between October 1 and December 31 shall receive three personal holidays for the fiscal year. Employees starting to work between January 1 and March 31 shall receive two personal holidays for the fiscal year. Employees starting to work between April 1 and June 30 shall receive one personal holiday for the fiscal year. Employees starting to work between July 1 and September 30 shall receive no personal holidays for the fiscal year.

Sick Leave

Each full-time employee shall accrue one sick day per month. Each part-time employee shall accrue one-half (1/2) sick days per month. Sick leave is accrued on a bi-weekly basis, starting on the employee's hire date.

Sick Leave Incentive Program

On September 1 of each year, and subject to the availability of budgeted funds, employees who have been employed by the Town for a minimum of one year and have a minimum of 96 (part-time 48) hours of accumulated and unused sick leave will be eligible to participate in a sick leave incentive program. The employee may then elect to convert up to four days of accumulated, but unused, sick leave to either vacation leave or additional pay on the employee's next regular paycheck.

The Tuition Assistance Program

*(Dependent on available budget funding) The Tuition Assistance Program reimburses eligible employees for successful completion of approved courses leading to associate, bachelor's, and graduate degrees.