



# Employee Benefits

## OUR VISION

The Town of Palm Beach delivers the highest quality service by continuously improving and always striving to be the standard by which others are measured.

### Our Town

Rich in history...

Rich in service...

Always exceptional!

## OUR VALUES

The employees of the Town of Palm Beach commit to and are guided by the following values:

Respect for everyone

Highest ethical standards

Cooperation and teamwork

Commitment to quality

Spirit of innovation

Open, timely communication

Personal responsibility and accountability

## Vacation Leave

1 to 4 years - 80 hours\*

5 to 9 years - 120 hours\*

10 to 14 years - 136 hours\*

15 and more years - 160 hours\*

\*Employees working shifts, including 24 hour duty days, receive adjusted annual leave in lieu of holidays

## Sick Leave

12 working days per year; may be accrued to 1040 hours

## Family Sick Leave

Up to 5 sick days (2 duty days for Fire-Rescue personnel) may be used per calendar year for illness in immediate family

## Holidays

- 9 holidays (Employees working shifts receive adjusted annual leave in lieu of holidays)
- 1 floating holiday
- Additional holidays when Christmas and New Years Days fall on Tuesday or Thursday

## Personal Time

24 hours per calendar year (36 hours for Fire-Rescue personnel)

## Bereavement Leave

3 days for an in-state funeral, 5 days for out of state (immediate family). (Fire-Rescue personnel receive 1 and 2 duty days, respectively).

## Military Leave

17 calendar days per year. Additional benefits for Active Duty Military Leave.

*Information presented within this document is not superseded by this document.*

## Human Resource

### Department

360 S. County Road

Palm Beach, Florida 33480

(561) 838-5450

Fax (561) 838-5451





**Comprehensive Insurance**

Includes medical, dental, life, accidental death and dismemberment, and disability insurances; and a flexible spending program.

**Employee Assistance Program**

Paid, confidential counseling sessions (6 hourly sessions per year) to assist employees with personal problems.

**Educational Assistance**

As of July 1, 2005, reimbursement for tuition and required text book(s) and fees, based upon grade received, for all approved non job-related and job-related elective and core courses required of an accredited, job related degree program; and all job-related courses of a non-degree program.

**Bonus Program**

Employees hired on or after October 1, 2004, will receive the Town's new Bonus Program. The bonus is based on job performance and years of service. Eligibility for the bonus lump sum is December 1, following five years of employment with the Town.

**Fitness Center**

As an employee of the Town of Palm Beach, you have access to the Fitness Center located on the first floor of the central Fire Station across the street from Town Hall. In order to use this benefit you will need to complete the Employee Fitness Center Physical Activity Readiness Questionnaire provided at Orientation or by contacting the Clinic directly.

**Retirement**

**Deferred Compensation Program:**

Tax deferred savings plan through ICMA-RC.

**Defined Benefit Pension Plan:**

The Town of Palm Beach Employees Retirement plan, Police Officer Retirement plan and Firefighter Retirement plan are defined benefit pension plans administered by Boards of Trustees. The plans were created by Town Ordinance Number 22-85 and are intended to be administered under Chapter 112 of Florida Statutes.

The retirement system requires a minimum of ten years vesting to become eligible for benefits and offers employees an excellent pension after retirement from the Town of Palm Beach. Employees working more than 1,040 hours per fiscal year are required to contribute a percent of their compensation to the system, as follows:

- General: 6.47%
- Lifeguards: 7.21%
- Police: 6.98%
- Fire: 6.82%

In addition to employee contributions, the Town contributes a large sum, which is based on actuarially determined amounts and, together with the members' contributions and premium tax monies, are sufficient to cover the requirements of the funding objective stated by each plan.

Other pension benefits structure varies with each benefit group, and include the following:

**Police and Fire:** Average final compensation multiplied by 3.25% for each year of credited service (20 years of service would result in a pension that would be 65% of the average of the employee's highest two years' salary in the last five years of credited service).

**Lifeguard:** Average final compensation multiplied by 2.85% for each year of credited service.

**General:** Average final compensation multiplied by 2.75% for each year of credited service.

Additional details regarding retirement benefits are outlined in the Town Code of Ordinances and the summary annual reports that are made available to all employees on an annual basis.