

EMPLOYEE BENEFITS HANDBOOK



CITY OF BUNNELL

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Overview of Programs

First and foremost, let's talk about the cost of the benefits The City of Bunnell has to offer:

All medical benefits are **AT NO COST TO THE EMPLOYEE!** Medical, Dental, Vision, Life, and Worker Comp. The City of Bunnell also offers cafeteria benefits.

Holiday / Personal Time Off

Holidays

The City of Bunnell recognizes 11 holidays (13 total days) per fiscal year Oct 1st - Sept 30th.

Personal Time Off (PTO)

Years of Service	Full Time (Hourly) Non-Exempt Employees	Full Time Exempt Employees (Non-Directors)
0 – 1yr 11mo	13 Working Days	20 Working Days
2 – 4yr 11mo	18 Working Days	25 Working Days
5 – 9yr 11mo	23 Working Days	30 Working Days
10+	28 Working Days	35 Working Days
Directors will accrue 36 days per year. Plus, Accrual of half day for each year of service up to 42 days per year.		

Police Department employee's accrual rate is based on Union Contract.

The City will also provide time off to employees for bereavement, jury duty, witness duty, Merit Day, Paternity, Domestic Violence, and Injury Free Incentive Leave.

Medical

Florida Health Care Plan

Covers your primary health needs including your prescriptions. Free gym membership with enrollment in Health Care Plan. Injury free incentive. All Medical Benefits start on the 1st of the month after 60 days of full-time employment. Prescriptions/ Preventative Care- free to Employee.

- HMO T23- Cost to employee. Family plans available
- HMO T66- Free for single employees. Family plans available.

Vision (VSP)

Free plan for single employees. Family plans available

Family

Employees can elect to cover family members and would be responsible only for the difference between the selected plan and that of employee only coverage.

Employee Assistance Program

City of Bunnell Employee also have access to EAPs resources. Whether you sense that a life challenge is just ahead, or you're already knee-deep in it, the EAP is here to help with top-notch providers, experts, and offerings in these areas near you Relationship and family challenges, Life-changing events, Legal or financial challenges, Stress, Excessive worry, Feeling sad/blue, Substance dependence or addiction, or Workplace challenges. They provide many tools to put into your kit such as Relationship support, Health Resource Library, Stress Toolkit, Legal Resource Center, and Weekly Tips.

Dental and Life

BlueDental Choice

Blue Dental provides a flexible PPO plan designed to encourage regular cleanings and preventive services that lead to good health and better overall health. They have participating dentists in the BlueDental Choice network where you will receive maximum plan benefits and be protected against balance billing (the difference between the BlueDental Choice fee schedule and the dentist's normal charges). Members have access to one of the largest dental networks in Florida and Vast national networks as well. No referrals or authorizations to see a general dentist or specialist either!

USABLE

USABLE is \$20,000 in life insurance coverage paid for by the City. We have Employee Assistance too with New Directions.

Retirement

Florida Retirement System

The Florida Retirement System is the City of Bunnell's primary plan for retirement and is available to the employee the 1st day of employment. Employee you pay 3% out of every paycheck toward either Option 1 Pension Plan -Vested after 8 years or Option 2 Investment Plan – Vested after 1 year.

Military? The members must be employed by the agency prior to going out on military leave. The members time served (**up to 5 years**) can go toward their FRS Retirement Pension Plan Creditable Service.

Mission Square

Is our secondary retirement system the City of Bunnell. The City offers an additional retirement plan for employees who may not be eligible for FRS. The City offers a 401 plan for those employees. There is also a 457 plan that employees can contribute to as an additional retirement plan.

Cafeteria Options

Liberty National Life Insurance

Offering the City of Bunnell employees a no-cost family accidental death policy and a no-cost health services discount card. These benefits will be made available to **all** employees **who meet with the Liberty National Representatives.**

Colonial Life (Personal Insurance) (Out of Pocket \$6-\$15 per paycheck)

Short Term Disability (paycheck insurance) for 60% of Employee income up to a \$4000 monthly benefit for missed work due to on and off-job injuries, illnesses, planned surgeries and maternity leave. Disability plans cover employees on day one WITHOUT a waiting period and cover them worldwide. Critical Illness up to \$30,000 lump sum payment for things like heart attack, stroke, kidney and major organ failure, occupational HIV/Hepatitis, and more. Pays out 3x per lifetime.

AFLAC

Insurance for daily living. Aflac pays you cash benefits to use as you see fit. Aflac benefits help with unexpected expenses. Accident Advantage, Cancer Protection assurance, Hospital Confinement Choice, Critical Care Protection, Short Term Disability (Paycheck Insurance), and Individual Life Insurance are plans Aflac provides.

Legal Shield

Legal assistance is just a tap away! Request consultation on any legal matter with your LegalShield mobile app. Tell them what's happened, upload supporting documents and schedule a call to talk to a lawyer.

Tuition/Certification/Licensing Reimbursement

Applicability

The City of Bunnell encourages all employees **Full time and Part time** working at least **32 hours per week** within the City to seek educational opportunities to improve their potential for promotion and broaden their knowledge. To facilitate this program, the City has in place a program of pre-approved tuition reimbursement where the City will pay the tuition costs for courses leading to a degree or courses those that are job related.