

TPA Employee Benefits

2.1 Employee Benefits

A. Insurance

1. The TPA shall provide eligible employees the opportunity to purchase group hospitalization, medical, and dental insurance for both the employee and any eligible dependent(s). TPA subsidy rate(s) for insurance premiums shall be developed through a review of budget availability and shall be subject to approval by the TPA Governing Board.
2. The TPA shall provide employees the opportunity to purchase short-term and long-term disability insurance at negotiated group rates through the TPA's insurance carrier.
3. The TPA shall provide paid life insurance premiums for employees (\$25,000 life and \$15,000 accident) at no cost to the employee. The TPA shall provide employees the opportunity to purchase supplemental life insurance for employees and eligible dependents at negotiated group rates through the TPA's insurance carrier.

B. Retirement Savings

1. The TPA is a participant in the Florida Retirement System (FRS), a state-administered retirement program for employees who are employed in regularly established positions. Enrollment and participation in the FRS program is mandatory.
2. The TPA shall provide employees the opportunity to participate in a 457 deferred compensation plan through optional payroll deductions.
3. The TPA may provide all employees the opportunity to participate in a 401(a) money-purchase retirement plan.

C. Transportation

It is the policy of the TPA to be a regional leader with regards to alternate commuter modes of transportation to alleviate congestion on area roadways. To assist employee travels to and from work, the TPA provides parking at no cost to the employee; reimbursement of transit costs (i.e. bus fares and/or rail fares); and/or reimbursement of actual costs of using a bicycle for commuting purposes. The employee may choose the most advantageous option, however, certain positions may be required to use a certain method of travel to accomplish the tasks of that position (i.e., use of a personal vehicle to attend out-of-office meetings).

1. The TPA will provide employee parking at a nearby available parking facility for those employees wishing to drive a personal vehicle to work.
2. The TPA will provide reimbursement for the use of public transit for employee travels to and from work, consistent with the limits of this benefit as determined by the Internal Revenue Service (IRS).

3. The TPA will provide reimbursement for actual costs incurred to use a bicycle to commute to work, consistent with the limits of this benefit as determined by the IRS. Additionally, the TPA will provide on-site bicycle parking for employees.

D. Tuition Reimbursement

1. The TPA encourages all regular, full-time employees to pursue educational opportunities to the fullest extent possible. Such opportunities include both job-related education and/or self-improvement courses and programs that are job-related and, in the judgment of the employee's supervisor, increases the employee's potential contribution to the TPA. Accordingly, prior approval must be obtained to ensure reimbursement under this policy upon completion of the course.
2. The TPA has established a tuition reimbursement program to help its employees defray the costs associated with the aforementioned pursuit. The tuition reimbursement program is available to eligible employees who have been employed by the TPA full-time for at least six (6) months. The maximum amount available per employee shall be \$2,500 yearly for graduate courses and \$2,000 yearly for undergraduate, subject to budget availability. The Finance Department shall be responsible for maintaining all records associated with this program.
3. Employees that elect to participate in this program are required to earn a grade of B or better to be eligible for the reimbursement. Additionally, employees are required to continue to work for the TPA for one-year following receipt of a tuition reimbursement. Any tuition reimbursement program participant who elects to terminate TPA employment or is terminated due to gross misconduct within one-year of course or program completion shall repay the TPA a pro-rated amount equivalent to the value of the tuition reimbursement, either directly or through deductions from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination thereof.
4. Except where such training is required, participation in the tuition reimbursement program is voluntary. Classes must be attended on the employee's own time unless permission is granted by the Executive Director.
5. There will be no duplicate payments for the same coursework. If the course or training is reimbursable under another program (e.g. scholarships, grants or any other form of assistance), the provisions of this program do not apply.
6. To receive reimbursement, the employee must, within thirty (30) calendar days after published course completion date, provide the Executive Director with receipts of tuition and evidence of satisfactory completion of courses taken.

E. Cell Phone Stipend

The TPA may provide select employees with a cell phone stipend to ensure continued access, at the discretion of the Executive Director.

2.2 Paid Leave

A. Holidays

1. TPA employees will be allowed holiday leave with pay on the following recognized holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Juneteenth	June 19
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 25 and either the workday immediately preceding or immediately following

2. If any recognized holiday falls on a Saturday, the preceding Friday will be observed as a holiday and if any recognized holiday falls on a Sunday, the following Monday will be observed as a holiday.
3. If a holiday occurs during an employee's vacation period, the holiday is not charged against vacation leave.
4. Employees must be in a pay status the scheduled workday before and after a holiday to be granted holiday pay.
5. For those employees working part-time, holiday pay will be computed according to the ratio that the employee's normally scheduled workweek bears to a 40-hour workweek. Contractual employees and interns will not be paid for official holidays.
6. Employees on Workers' Compensation receive the Workers' Compensation rate on a holiday.

B. Vacation Leave

1. Accrual of Vacation Leave

- a. Vacation leave accrual for full-time employees is as follows:

<u>Employee Tenure Period</u>	<u>Days Earned Per Year</u>	<u>Hours Earned per Pay</u>
Year 1	12 days	3.7 hours
Years 2+	15 days	4.6 hours
Years 6+	18 days	5.5 hours
Years 10+	24 days	7.4 hours

- b. Part-time employees will earn prorated vacation hours based on their scheduled hours per week. Part-time employees can calculate the amount of vacation hours they will accrue each pay period by dividing their scheduled hours per week by forty (40) and multiplying the result times the vacation hour's accrual of a full-time employee.
 - c. The maximum carried accumulation of vacation leave is 400 hours with the excess being forfeit as of January 1 of the following calendar year.
 - d. Employees will not accrue vacation leave in any biweekly pay period in which more than one-half of their biweekly schedule is reported as Leave Without Pay (LWOP).
 - e. A new employee shall start accruing vacation leave after one (1) full pay period.
2. Employees will be paid for 100 percent of accrued vacation leave upon termination. In the event of the death of an employee, payment for accrued vacation leave will be made to the employee's beneficiary, estate, or as provided by law. The effective date of payment of all accrued leave will be issued on the next regular pay date following the pay period in which employment terminated.

C. Sick Leave

1. Accrual of Sick Leave
 - a. Sick leave is earned biweekly and the accrual rate per pay period is calculated as five (5) percent of an employee's scheduled hours per pay period, not to exceed four (4) hours per pay period.
 - b. The maximum accumulation of sick leave is 480 hours with the excess being forfeit as of January 1 of the following calendar year.
 - c. Employees will not accrue sick leave in any biweekly pay period in which more than one-half of their biweekly schedule is reported as LWOP.
 - d. A new employee shall start accruing sick leave after one (1) full pay period.
2. Employees will be paid for ten (10) percent of accrued sick leave upon termination. In the event of the death of an employee, payment for one hundred (100) percent of accrued sick leave will be made to the employee's beneficiary, estate, or as provided by law. The effective date of payment of all accrued leave will be issued on the next regular pay date following the pay period in which employment terminated.

D. Comp Time

1. To promote a healthy work/life balance and to control agency expenses, the TPA provides time off with pay in lieu of overtime pay for hours worked in excess of the normal workweek. It is the general policy of the TPA not to require frequent or considerable overtime. However, a supervisor may authorize or direct an employee to work over 40 hours in a workweek when necessary to meet emergency deadlines or operating needs.

Positions classified as Exempt will accrue Compensation (Comp) Time at the rate of 1 hour per 1 hour worked. Positions classified as Non-Exempt will accrue Comp Time at the rate of 1.5 hours per 1 hour worked.

2. Employees will be paid for 100 percent of accrued comp time upon termination. In the event of the death of an employee, payment for accrued comp time will be made to the employee's beneficiary, estate, or as provided by law. The effective date of payment of all accrued leave will be issued on the next regular pay date following the pay period in which employment terminated.

E. Bereavement Leave

If a death occurs in the employee's immediate family, the employee will be granted three (3) days of bereavement leave with pay. The employee will be granted one (1) additional day, for a total of four (4) days, if required to travel outside of the State. Such leave will be used consecutively, during which the employee would otherwise have worked, and within a reasonable time of the death or funeral service. It is the responsibility of the employee's supervisor to verify requests for bereavement leave. Any additional time needed will be charged against sick leave, or if the employee has no accumulated sick leave, to vacation leave followed by leave without pay.

1. "Immediate Family" in this context includes spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepmother, stepfather, stepsister, stepbrother, stepchild, grandchild, grandparent, step-grandparent, daughter-in-law and son-in-law. The definition of "immediate family" extends to qualified domestic partnerships as well.
2. The TPA reserves the right to request all pertinent information including deceased relative's name, employee's relationship to the deceased, the name and address of the funeral home, and the date of the funeral.

F. Administrative Leave

Administrative Leave will be used in the event of an office closure; the time off from scheduled work will not require the use of accrued leave.

G. Military Leave

Leave of absence for military training and duty will be granted in accordance with Florida and Federal law.

H. Jury Duty and Witness Duty

Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness when legally required unless the employee is the plaintiff or defendant. Employees are required to submit a copy of the summons or subpoena to appear in court to their supervisor before such leave is granted.

I. Parental Leave

1. The purpose of paid parental leave, also known as maternity/paternity leave, is to enable eligible employees to care for and bond with a newborn, newly adopted, newly placed foster child, or with a child newly placed in the employee's guardianship, or in loco parentis (qualified placement). The paid parental leave program is available to both male and female eligible employees who have been employed by the TPA full-time for at least six (6) months.
2. An "eligible employee" includes a mother, father, stepparent, legal guardian, individual who is in loco parentis, or certified domestic partner of the parent at the time of the birth or date of the adoption or placement of the child.
3. Eligible employees will be granted a maximum of six (6) weeks of paid parental leave. An eligible employee who is the birthing mother may receive an additional two (2) weeks of paid leave, if it is deemed medically necessary for the birthing mother's physician, by written documentation.
4. In no case will an employee receive more than one period of paid paternal leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or qualified placement event occurs within that 12-month period.
5. Employees are required to return to work for one-year following use of the paid parental leave. Further, any employee who fails to return to work due to a voluntary termination shall repay the TPA in an amount equivalent to the value of the paid parental leave taken, either directly or through deductions from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination thereof.
6. Upon termination of employment with the TPA, an employee will not be paid for any unused paid parental leave.