

## CHAPTER 16: MISCELLANEOUS BENEFITS

### 16-1. Health Insurance and Life Insurance Benefits

- A. The Village will contribute toward the cost of a Village approved Health Benefit Package. Any coverage beyond such costs will be paid by the employee through payroll deduction.
- B. The Health Benefit Package provided by the Village shall be made available to all full-time, non-temporary employees and their families, which may include medical and life insurance. Options for other insurance such as dental and vision insurance may be offered, but may or may not be supplemented by the Village. The Village reserves the right to change providers. Information regarding these benefits will be provided initially during new employee orientation, annually for renewal during open enrollment and at other appropriate times as determined by the Village.
- C. New employees must complete all insurance forms and return them to the Human Resources Department. Employees are entitled to this coverage thirty (30) days from the date of employment to be effective on the first day of the following month.

### 16-2. Cafeteria Plan

- A. The Village offers a Section 125 Cafeteria Plan for full-time employees to direct pre-tax dollars for reimbursement of qualifying expenses. This allows employees to set aside dollars from their salary for qualified expenses such as:
  - Medical/dental/vision expenses not reimbursed by insurance;
  - dependent care.
- B. In addition, under the Cafeteria Plan, employees who enroll in one of the approved Village medical, dental and vision plans and who make contributions for coverage under the plan(s) may elect to have any out of pocket medical, dental and vision insurance premiums deducted from their salary before income taxes.

Participation in the plan will reduce an employee's income taxes and Social Security tax by reducing his/her taxable salary. Information on the plan will be provided during new employee orientation and annually during open enrollment.

### 16-3. Social Security

- A. All employees shall have Social Security taxes deducted from their salaries. Such amount deducted shall be matched by the Village in accordance with the currently prevailing Federal tax laws.
- B. Pursuant to subparagraph 119.071(5)(a)2.a, *Florida Statutes* and Florida HB 7051, the Village provides all people with the following statement as a result of the Village's request for their social security number.

**THE VILLAGE OF ROYAL PALM BEACH, FLORIDA, COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE FOLLOWING PURPOSES: MANDATORY COLLECTION REGARDING ANY INMATE RELEASE INTO THE COMMUNITY AND SEXUAL OFFENDER DATABASE PURSUANT TO SEC.944.605(3),F.S.; MANDATORY COLLECTION FOR EMPLOYMENT RELATED ISSUES DUE TO FILING OF TAX AND WAGE DOCUMENTS PURSUANT TO THE INTERNAL REVENUE CODE OF 1986 AS AMENDED (“IRS CODE”) AND TREASURY REPORTING REQUIREMENTS FOR SOCIAL SECURITY ADMINISTRATION (“SSA”) PURSUANT TO IRS CODE §§ 6109 & 6051 (W-2 FORMS) AND 42 U.S.C.A. § 405(c)(2)(a) (SSA); MANDATORY COLLECTION FOR IDENTIFICATION AND VERIFICATION, AND CREDIT WORTHINESS IN ACCORDANCE WITH FAIR CREDIT REPORTING ACT PURSUANT TO 15 U.S.C. 1681, ET. SEQ; AUTHORIZED COLLECTION FOR RECONCILIATION, TRACKING, BILLING AND PAYMENTS PURSUANT TO SEC. 119.071(5)(a)2.a.(II),F.S.; MANDATORY COLLECTION OF DATA PURSUANT TO 42 U.S.C.A. § 653 AND SEC 409.2576(3)(C), F.S., FOR INCLUSION IN THE STATE DIRECTORY OF NEW HIRES; MANDATORY COLLECTION FOR BENEFIT PROCESSING FOR MEDICARE AND HEALTH INSURANCE PURSUANT TO 42 U.S.C.A. §§ 1395 & 2044; MANDATORY COLLECTION RELATED TO THE ADMINISTRATION OF THE VILLAGE PENSION PLANS PURSUANT TO CHAPTER 121, F.S. FOR THE FLORIDA RETIREMENT SYSTEM AND PURSUANT TO IRS CODE § 6047 RELATED TO RETIREMENT PLAN DISTRIBUTIONS UNDER FEDERAL LAW.**

**SOCIAL SECURITY NUMBERS (“SSN”) held by the Village may be disclosed only for the following reasons:**

1. The disclosure of the SSN is expressly required by federal or state law or a court order;
2. The disclosure of the SSN is necessary for the receiving agency or governmental entity to perform its duties and responsibilities;
3. The individual expressly consents in writing to the disclosure of his or her SSN;
4. The disclosure of the SSN is made in order to comply with the USA Patriot Act of 2001 (Public Law 107-56) or Presidential Executive Order 13224;
5. The disclosure of the SSN is made to a “commercial entity” for the permissible uses set forth in the Driver’s Privacy Protection Act (18 U.S.C. 2721, et. seq.), Fair Credit Reporting Act (15 U.S.C. 1681, et. seq.) or Financial Services Modernization Act of 1999 (15 U.S.C. 6801), or for the verification of the accuracy of personal information received by a commercial entity in the normal course of its business (subject to the requirements of Policy 1.3 hereinabove);
6. The disclosure of the SSN is for the purpose of the administration of health benefits for the Village employee or the dependents of that employee;
7. The disclosure of the SSN is for the purpose of the administration of a pension fund administered for the Village employee’s retirement fund, a deferred compensation plan, or a defined contribution plan; or
8. The disclosure of the SSN is for the purpose of the administration of the Uniform Commercial Code by the office of the Secretary of State.

16-4. Employee Retirement Plan

- A. In order to encourage tenure and loyalty in employment, and to provide employees with some form of financial security upon termination of their services, the Village has a retirement plan for all employees.
- B. Each permanent, full time employee who is at least 18 years of age, completed one (1) year of service with the Village, and who was employed prior to October 1, 2007, made an irrevocable choice to either join the Florida Retirement System, or remain a participant in the Village's 401a retirement plan. In the 401a plan, after one year of service, the Village contributes 5% of the employee's gross earnings into the 401a plan. The employee has the opportunity to contribute up to 5% as well. The Village will match 100% of the funds the employee contributes.
- C. Permanent employees hired after October 1, 2007, will be enrolled automatically in the Florida Retirement System (FRS).
- D. Retirement Forms are available in the Human Resources Department or the Finance/Payroll Department. The Village's Pension Administrator, in conjunction with the Village Pension Board, and FRS will provide educational materials and information about the plans to all employees

16-5. Deferred Compensation

The Village offers a Section 457 Deferred Compensation Plan which allows full-time employees to save for retirement without paying Federal Withholding Taxes. Any contributions from an employee's salary to the plan will be non-taxed, except Social Security and Medicare. Interested employees can obtain enrollment forms and information regarding the products for participation at any time in the Human Resources Department or from payroll/finance.

16-6. Workers' Compensation

- A. As required by Florida Statutes, all Village employees are covered under Florida Workers' Compensation Law and shall abide by the "Drug Free Workplace" policies and procedures (Chapter 22).
- B. Employees sustaining work related injuries shall notify their immediate supervisor or department head as soon as possible after the injury and no later than the end of the workday. The supervisor or department head shall notify the Human Resources Department as soon as possible after the accident or injury. The supervisor or department head must complete a Village Accident/Incident Report and return it to the Human Resources Department within 24 hours of the date of injury. All workers' compensation forms are available from the Human Resources Department. Failure on the part of the employee to report an injury before the end of the workday may jeopardize the claim for Workers' Compensation.

- C. Employees injured on the job who are unable to return to work on the day of injury shall be paid for that day. For any subsequent days of absence from work due such work related injury, the employee shall be entitled only to the amount allowed under workers' compensation laws. Employees may elect to use accrued personal leave, or compensatory time to receive up to 100% of their salary.
- D. Benefits provided by Workers' Compensation Law:
  - 1. Payment for all medical costs related to the employee's injury or illness.
  - 2. Payment of reasonable transportation costs to and from the doctor's office. Employees may request such costs directly through the Village's Workers' Compensation Carrier; however, such costs shall not be paid by the Village.
  - 3. Payment of a percentage of wages lost if the employee is permanently impaired or if the employee's disability causes him/her to miss more than seven (7) days of work.
- E. Employees will not receive overtime as a result of reporting an injury and receiving medical treatment on the date of injury, or for any other related appointments.
- F. Workers' Compensation will be coordinated through the Human Resources Department. If an employee under Workers' Compensation as a result of a work-related injury or illness is unable to return to his/her regularly assigned and/or essential job duties due to work restrictions, the Village shall make effort to provide reasonable accommodation commensurate with job availability and the employee's abilities with such restrictions. Such cases shall be reviewed and determined by the Village Manager.

16-7. Direct Deposit

Employees may have their regular biweekly paychecks deposited directly into a particular checking or savings account. Authorization forms are available in the Human Resources Department or online at [www.royalpalmbeach.com](http://www.royalpalmbeach.com), Human Resource Department, forms.

16-8. Retiree

A retiree is anyone who separates from Village employment with at least 25 years of full time creditable service or anyone who is at least 59 ½ years old and ten (10) consecutive years of full time service with the Village. In addition, all former Mayors, Village Council members who have served at least three (3) full terms are considered retirees of the Village. All retirees are eligible to purchase health, dental, vision and/or life insurance benefits from the Village at the same rates as current employees.

16-9. COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986) is the acronym used to describe the benefit of a continuation of benefits once an employee separates service from their employer. Once a person has separated employment, the Village is required to inform the ex-employee of their rights regarding continuing their medical, dental, and vision insurance. The Village has a plan administrator who sends out paperwork to all eligible terminated employees informing them of their rights.

In general terms, benefits such as those mentioned can continue for a specified period of time, but the cost of the benefit will no longer be supplemented by the Village and there will be an additional 2% maintenance cost added as well. Employees and or their eligible dependants are sent forms and must make an election that is time sensitive of whether or not to continue with their present medical, dental, and vision benefits.

COBRA coverage is not required to be offered to employees who become covered under the medical insurance available to them through their new employer. If a waiting period exists with the new employer, ex Village employees may take COBRA coverage for the waiting period, then cancel it once their new coverage starts.

Under certain other circumstances, such as divorce, death or separation, COBRA may be offered to the spouse or children of employees. For more details on COBRA coverage, please see the Human Resources office.

16-10. Employee Assistance Program (EAP)

The Village contracts with an outside vendor which provides our employees an EAP, employee assistance program. This program is offered to all employees at no cost to the employee. Various seminars, workshops and counseling are available. For more information, please contact the Human Resources Department.

16-11. Third Party Vendors

The Village has allowed certain third party vendors to make presentations to the employees. Such benefits are not paid for by the Village, but payroll deductions are allowed and encouraged. The Village has no financial vested interest in these companies or their products. Enrollment is purely voluntary, and all dealings with the vendor are to be done privately. The Village will not be responsible for claims, suits, or customer service issues with the vendors. Issues such as premium payments will be addressed and brought to the attention of the Human Resource or payroll/finance department.

Third Party Vendors include, but are not limited to and can change at any time; Aflac, Consec, Pre-paid Legal, Palm Beach Credit Union, Prudential, Met Life, and Reliance Standard.