
EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City recognizes that personal problems and family member problems can affect work performance and quality of life in general. In an effort to provide support and assistance to employees and (EAP) dependents, the City provides a confidential program without cost to employees. Professional consultations cover financial matters, family communications, stress, alcohol/drug problems, emotional and psychological distress and legal problems. The 24 hour helpline for employees to call for EAP assistance is 296-9436.

PAY

Direct Deposit: Direct deposit is required for all new employees.

Work Periods: All employees, except sworn Law Enforcement, are on a seven (7) calendar day work period that begins on a Sunday and ends on Saturday. Law Enforcement are on a twenty-eight (28) calendar day work period as established by the City.

Pay Periods: All employees are on a fourteen (14) calendar day, two week, pay period that begins on a Sunday and ends on a Saturday.

Pay Days Employees are paid every two weeks no later than the Friday following the close of a pay period. The amount of pay received will not reflect the hours worked during the pay week, but rather the hours worked during the two week pay period immediately prior to the pay week.

Pay Checks: The employee's pay check stub will include both current and year to date information on pay received; deductions taken; leave and compensatory time earned/taken; federal taxes, social security taxes, and other miscellaneous pay and/or deductions.

Increases Annual increases as decided by the City Commission during the budget cycle or union contract negotiations and are normally effective on October 1st of each year.

Longevity Employees receive an additional \$25.00 per month per each five years of service completed with the City in the form of Longevity Pay.

HOLIDAYS: Employees receive 11 holidays with pay.

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving Day	
Christmas Eve	December 24th
Christmas Day	December 25th
Any day that the City Commission may designate	

LEAVE

The City provides only Personal Leave to employees which is an advancement from the traditional vacation and sick leave system. Personal Leave may be utilized by employees for vacation, their own sickness, or cashed in as specified below. Employees earn Personal Leave based upon number of years of service as follows:

<u>Beginning</u>	<u>Thru</u>	<u>Hours per pay period</u>	<u>Total Annual Hours</u>
0	3	5.81	151
4	7	6.78	176
8	11	8.31	216
12	15	9.85	256
16		10.47	272

Other Employees may also be eligible for other leave such as: Bereavement, Military, Jury Duty, etc. (See Other Leave Section)

OTHER LEAVES: The City provides employees with other types of leave with the most common being:

- Bereavement** Whenever there is a death of a qualifying family member, an employee may request up to three days bereavement leave off with full pay.
- Military** Employees who are required to perform military duties may be eligible for up to seventeen days of paid military leave per year.
- Civil Leave** Employees who are required to attend court as a witness on behalf of the City or in conjunction with their assigned duties with the City shall receive full pay equal to their normal work schedule for the hours that they attend court.
- Jury Duty** Employees who are required to perform jury duty shall receive full pay equal to their normal work schedule for the hours that they attend court.
- Workers ' Comp** The City pays 100% of the employee ' s daily average earning for each day missed from the first through the seventh day. After seven days, the City will "advance" the employee 66.67% of pay with the employee endorsing their Workers ' Compensation benefit check to the City. The Employee may also take Personal Leave to cover the time not covered by Workers ' Comp (33.33%).

LEAVE CASH IN PROGRAM

The City has a Personal Leave "Cash In" program whereby all employees select a maximum personal leave limit that they may accrue of 120, 240, 360, 480, 600, 720, 840 or 960 hours that will best fit their individual needs. Employee will be paid for all personal leave that exceeds their maximum limit in June, December, or June and December of each year. Once selected, an employee's maximum personal leave limit and cash in date(s) may be changed by the employee in December of each year. All personal leave that exceeds the employee ' s maximum personal leave limit as selected by the employee will be automatically paid to the employee during the cash in date(s) as selected by the employee.
