



# Florida Auditor General



## EMPLOYMENT BENEFITS

### EMPLOYER-PAID INSURANCE

#### GROUP HEALTH INSURANCE

All employees can join the Statewide Preferred Provider Organization Plan or, depending upon county of residence or official headquarters, employees may have the option of joining a Health Maintenance Organization. Both types of health plans are available as a Standard or Investor plan. Full-time employees pay a small cost for individual or family coverage. Part-time employees pay a prorated share of the employer cost plus the employee cost.

#### GROUP DENTAL INSURANCE

All employees can join this dental insurance plan that provides individual or family coverage at no cost to full-time employees. Part-time employees pay a prorated share of the premium.

#### GROUP LIFE INSURANCE

All employees are eligible for this life insurance which is provided in the amount of \$25,000 at no cost to full-time employees. Part-time employees pay a prorated share of the premium.

#### GROUP LONG-TERM DISABILITY INSURANCE

All full-time employees (defined as .625 FTE and above for this benefit) are eligible for cost-free group long-term disability insurance coverage.

### OTHER BENEFITS PROVIDED

#### CONTINUING EDUCATION AND TRAINING

Training provided the professional audit staff includes a minimum of 80 hours of specialized instruction every two years, meeting the continuing education and training requirements of Government Auditing Standards and the Florida State Board of Accountancy requirements for CPAs. Training provided the professional IT staff includes 40 hours annually in areas related to IT systems and auditing.

#### PAID LEAVE AND HOLIDAYS

Annual Leave Full-time employees earn annual leave for vacation purposes at the rate of 16.5 workdays per annum for the first five years of service, 19.5 workdays per annum after five years, and 22.5 workdays per annum after 10 years. Part-time employees earn a prorated amount of annual leave based on the number of hours worked per month. Unused annual leave balances not to exceed 60 workdays may be carried forward to succeeding years. Unused annual leave in excess of 60 workdays is transferred to the employee's sick leave balance at the end of each calendar year.

Sick Leave Full-time employees earn 13.5 workdays of sick leave each year. Part-time employees earn a prorated amount of sick leave based on the number of hours worked per month. There is no limit to the number of sick leave days an employee may accumulate.

Administrative Leave Employees may be granted leave with pay (not charged against the employee's accumulated leave balance) for purposes such as: jury duty; voting; taking CPA, CISA, or other authorized professional examinations; participation in their children's local school activities; volunteer services to schools or community service organizations; death in the immediate family; and military training leave. The amount of leave allowed varies by type of administrative leave usage.

Holidays Nine holidays are recognized and offices are closed. In addition, each employee has one day each calendar year designated as a personal holiday.

#### RETIREMENT

New employees will be members of the Florida Retirement System (FRS) and can choose the defined benefit plan or the defined contribution plan. In addition to the Federally required Social Security deduction, employees contribute, on a pretax basis, 3 percent of their salary to the monthly retirement cost. The State also contributes toward the cost for either plan and matches the required Social Security deductions. If initial enrollment in the FRS occurs on or after July 1, 2011, and the employee chooses the defined benefit plan, the employee is vested after completing 8 years of creditable service. The retirement benefit is based on a formula, and normal (full) retirement benefits may be received after completing 33 years of creditable service or upon reaching age 65 and completing 8 or more years of creditable service. In the defined contribution plan, the employee is vested after 1 year of creditable service and the retirement benefit is based on the employee's account value.

#### WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance which provides for medical care expenses as well as compensation for disability resulting from a job-related injury.

#### DIRECT DEPOSIT

All salary and expense payments are electronically transferred on the payment date into the employee's account at a financial institution.

### OPTIONAL BENEFITS

#### DEFERRED COMPENSATION

Employees may elect to set aside salary moneys by payroll deduction and receive its value later when they may be in a lower tax bracket. Amounts deferred are before taxes and any investment earnings on these deferred amounts are allowed to accumulate without being subject to current Federal income tax. You may set aside the lesser of 80 percent of your compensation or \$16,500 per year. Investment options include fixed annuities, variable annuities, savings accounts, certificates of deposit, and mutual funds.

#### FLEXIBLE SPENDING ACCOUNTS

Employees may maximize their take home pay by establishing an account for the reimbursement of medical and/or dependent care expenses. Payroll deductions are made on a pretax basis.

#### OTHER PAYROLL DEDUCTIONS

Employees may elect to have payroll deductions such as prepaid college fund contributions, additional life insurance, or deposits to credit unions, and, on a pretax basis, a health savings account or supplemental insurance plans including cancer, intensive care, accident, disability, vision, dental, and hospitalization coverage.

#### UNIVERSITY/COLLEGE COURSES TUITION WAIVERS

Full-time employees may apply, on a space available basis, at a State university or college for up to 6 credit hours per term for which tuition and fees will be waived.