

Benefits Available

Regular Part-Time & Full-Time Employees

Greater Orlando Aviation Authority

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EQUAL OPPORTUNITY EMPLOYER

BENEFITS AVAILABLE TO ALL REGULAR PART-TIME & FULL-TIME EMPLOYEES

INSURANCE

Health Insurance eligibility will become effective on the first pay period after sixty (60) calendar days of employment. The cost for employee and dependent coverage is shared by GOAA and the employee. Employees are offered a choice of medical, dental and vision plans.

GOAA provides a broad range of coverages for employees. The plans are designed to help meet your needs and are outlined below:

- Medical Benefits (Choice, Choice Plus, HDHP/HSA)
- Dental Benefits (DHMO Plan and PPO Plan)
- Vision Benefits—required when medical coverage is elected (Base Plan and Buy-up Plan)
- Flexible Spending Accounts (Healthcare and Dependent Care)

Employees have the option to not enroll in GOAA's group coverage with proof of coverage by another plan. If you are covered under another group medical and/or dental plan, you are eligible to opt-out of GOAA's group coverage and receive a credit.

In addition to the health insurance plan options, GOAA provides the following:

Basic Life and AD&D, Short Term Disability (for all employees), and Long Term Disability (full-time employees only) Benefits.

Life Insurance benefits become effective on the first (1st) day of employment. The life insurance and AD&D benefit is equal to twice an employee's annual salary, up to \$200,000. Dependent life coverage is provided at no cost to all employees. Dependent coverage is equal to: \$5,000 for spouse, \$2,500 for child(ren) 6 months to age 19, and \$250 for child(ren) 15 days up to 6 months. Employees are also eligible for additional optional employee and dependent life insurance at their own expense.

RETIREMENT PLAN

All regular full-time or part-time employees regularly scheduled to work 20 or more hours per week are eligible for GOAA's Defined Contribution Retirement Plan. Employees will be eligible to participate the first day of the first pay period beginning in the calendar month following three (3) full months of employment. This plan provides separate accounts for each participant and investments will be self-directed by the employee. An array of core investment options are available for employees to choose from.

GOAA will contribute 6% of base wages and up to 4% as a matching contribution. Employees may contribute up to 10% with the first 4% being matched by GOAA. The employee's first 4% contribution may be pre-tax in accordance with Plan rules. Employee's contributions and earnings are always 100% vested.

GOAA's contributions vest at 20% per year of service, starting with the employee's first anniversary of employment. An employee is fully vested in five (5) years. Additional information will be distributed to employees at time of employment.

GOAA offers a Deferred Compensation Plan (457b) which allows employees to supplement existing retirement income on a pre-tax basis. GOAA does not contribute to this plan.

FLEXIBLE SPENDING ACCOUNTS

This benefit offers a separate spending account for Medical, Dental and Vision expenses and for Dependent Care. The purpose of these accounts is to save you money for certain qualified expenses by letting you pay for them with pre-tax dollars. Throughout the year, your contributions are deducted from your paycheck before taxes and placed in your Reimbursement Account(s). When you incur an eligible expense, you reimburse yourself from your own accounts.



VACATION LEAVE

New employees begin to accrue vacation on their date of hire, however a new employee must work six (6) months to be eligible to use paid vacation leave. The maximum accrual for vacation leave is 440 hours per calendar year.

	<u>Non-Rotating Shift</u>	<u>Rotating Shift</u>
Part-time employees	.77 hours per week	1.24 hours per week
Full-time employees	1.54 hours per week	2.47 hours per week

Full-time regular employees receive vacation accruals as follows:

<u>Employed From</u>	<u>Vacation Leave Accrued</u>
0 to 4 year anniversary	1.54 hours per week
4 to 9 year anniversary	1.85 hours per week
9 to 19 year anniversary	2.31 hours per week
19 to 24 year anniversary	3.08 hours per week
24 year anniversary and above	3.85 hours per week

SICK LEAVE

New employees begin to accrue sick leave on their date of hire, however a new employee must work three (3) months to be eligible to use paid sick leave. There is no maximum accrual of sick leave.

Part-time employees	.95 hours per week
Full-time employees	1.9 hours per week

HOLIDAYS & PERSONAL LEAVE DAYS

In addition to paid holidays, employees are eligible for two (2) personal leave days per calendar year. Unused personal leave days shall be forfeited at the end of each calendar year. (Please note: Employees hired after September 30th in a calendar year will not be eligible for personal leave days until the next calendar year.)

<u>Paid Holidays</u>	
<u>Non-Rotating Shift</u>	<u>Rotating Shift</u>
New Year's Day Martin Luther King's Birthday Memorial Day Independence Day Labor Day Thanksgiving & Day After Christmas Eve & Day	New Year's Day Independence Day Christmas Day

PART-TIME EMPLOYMENT

Part-time employees work a minimum of twenty (20) hours per week. All vacation, sick, holiday and personal leave time for part-time employees is paid in four (4) hour increments. **Part-time employees are eligible for health and retirement benefits as defined above.**

BEREAVEMENT LEAVE

Employees are eligible for up to five (5) working days of leave, not chargeable to vacation or sick leave, should a death occur in the employee's immediate family.



MANAGEMENT LEAVE

Exempt employees are also eligible for Management Leave after six (6) months of employment, based on their salary level. Management Leave does not accrue from year to year and unused leave shall be forfeited at the end of each calendar year. (Please note: An employee hired on July 1 or after is not eligible for management leave that year.)

<u>Level</u>	<u>Benefit</u>
Exempt 28 – 36	<ul style="list-style-type: none">• 40 hours Management Leave per calendar year
Exempt 20 - 27	<ul style="list-style-type: none">• 24 hours Management Leave per calendar year

SHORT TERM DISABILITY (STD)

Employees are eligible for STD benefits after 185 days of employment. This benefit serves as income replacement, for up to six (6) months, during temporary illnesses or injuries, not job-related. STD is paid at sixty percent (60%) of base weekly salary. The cost of this benefit is paid for 100% by GOAA.

LONG TERM DISABILITY (LTD)

Full-time employees are eligible for LTD benefits after 180 days of employment. To be eligible, employees must be totally disabled due to illness or injury, not job-related, for six (6) months. LTD is paid at sixty percent (60%) of base monthly salary, up to \$10,000 per month. The cost of this benefit is paid for 100% by GOAA.

BONUSES

- After five (5) years of continuous employment with GOAA, employees are eligible for an annual longevity bonus checks.
- A holiday bonus may be awarded at the discretion of the Executive Director.

PROBATION PERIOD

Probation is a period of close supervision, training and evaluation to assess a new employee's ability and adaptation. Probationary employment may be terminated at the will and discretion of either GOAA or the employee.

<u>Level</u>	<u>Probation Period</u>
Non-exempt	Six (6) months
Exempt	Twelve (12) months
Emergency Communications Dispatcher	Twelve (12) months

EDUCATIONAL REIMBURSEMENT

The Education Reimbursement Program is available to full-time employees who have completed probation. This program provides reimbursement of the cost for tuition and textbooks, up to \$2,500.00 per fiscal year. The final grade for each class/course must equal a 'C' or better. Application for reimbursement must be approved by Human Resources before beginning the class(es). See policy for further details.

WORKERS' COMPENSATION

All on the job injuries must be reported to both your supervisor and human resources on the date of occurrence. All workers compensation injuries must be cleared before returning to work.



EMPLOYEE ASSISTANCE PROGRAM

This program helps GOAA employees and their family members resolve personal problems through professional, confidential counseling and assistance. The cost of this program is covered by GOAA.

PAY DAY

Employees are paid biweekly, normally on Friday.

BANKING

Direct Deposit of payroll checks is available to any financial institution in the USA.

Benefit summaries provided herein are intended as an outline only. In the event of any discrepancy between this summary and the policy, the terms of the policy will prevail.

Dated: 12/7/2016

