



# GREATER ORLANDO AVIATION AUTHORITY

## EMPLOYMENT BENEFITS TO REGULAR EMPLOYEES

### 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 the Authority or the employee.

Level	Probation Period
Non-exempt - Level 8 and below	Six (6) months
Exempt - Level 8 and above	Twelve (12) months

### 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.

### PAY DAY

Employees are paid biweekly, normally on Friday.

### 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 480 hours per calendar year. Should an employee terminate employment with the Authority, any accrued vacation leave is paid-out.

	Non-Rotating Shift	Rotating Shift
Part-time employees	.77 hours per week	1.24 hours per week
Non-exempt, level 8 & below	1.54 hours per week	2.47 hours per week
Exempt, level 8 & above	1.54 hours per week	N/A

### 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, however if an employee terminates, there is no pay-out of accrued sick leave.

Part-time employees	.95 hours per week
All other employees & levels	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. Personal leave may be scheduled at the employee's discretion, with 48 hours notice to their supervisor. Unused personal leave days shall be forfeited at the end of each calendar year. (Please note: Employees hired after September 30<sup>th</sup> in a calendar year will not be eligible for personal leave days until the next calendar year.)

Paid Holidays	
Non-Rotating Shift	Rotating Shift
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

## 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 BENEFITS

Level	Benefit
Exempt – Level 12 and above	<ul style="list-style-type: none"> <li>• 40 hours Management Leave per calendar year</li> </ul>
Exempt – Level 8 through 11	<ul style="list-style-type: none"> <li>• 24 hours Management Leave per calendar year</li> </ul>

Exempt employees are also eligible for Management Benefits after six (6) months of employment, based on their salary level. Management Leave does not accrue from year to year.

## 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 the Authority and the employee. Employees are offered a choice of medical, dental and vision plans.

Employees have the option to not accept insurance coverage with proof of coverage by another plan.

Life Insurance benefits become effective on the first (1<sup>st</sup>) 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 under age 20, and \$250 for child(ren) 15 days to under 6 months. Employees are also eligible for additional Voluntary Life Insurance at their own expense.

## 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, up to \$2,300 per week. The cost of this benefit is paid for 100% by the Authority.

## 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% the Authority.

## 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.

## **RETIREMENT PLAN**

All regular full-time or part-time employees regularly scheduled to work 20 or more hours per week are eligible for the Aviation Authority'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. GOAA will contribute 6% of base wages as a basic contribution 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 when they are eligible to participate.

## **SAVINGS PLANS**

- Employees may purchase U.S. Savings Bonds through payroll deductions.
- Employees may also participate in the Authority's Deferred Compensation Plan (457K) through payroll deductions.

## **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 before-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, using dollars that have not been taxed.

## **BONUSES**

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

## **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. See policy for further details.

## **EMPLOYEE ASSISTANCE PROGRAM**

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

## **BANKING & CREDIT UNION**

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

The Orlando Federal Credit Union and the McCoy Federal Credit Union are full-service financial facilities and open to all Authority employees. For more information, contact OFCU at 407-423-7283 or MFCU at 407-855-5452.

## **BLOOD BANK**

Through employee donations, a reserve of blood is available to employees and their dependents at no cost.

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