



General Overview of TBRPC Benefits and Policies for Applicants

- *Benefits and Policies are subject to revision at the discretion the Council and the Executive Director. This list is a general overview and does not constitute the entirety of each benefit or policy.*

Our Work Week/Pay/ FRS Retirement/Life Insurance Policy/Dress Code

- ✓ 37.5-hour workweek
- ✓ 26 pay periods per year, direct deposit is available.
- ✓ Hours of Operation:

8:30 a.m. – 4:30 p.m.	½ Hour for Lunch
8:30 a.m.- 5:00 p.m.	1 Hour for Lunch
- Flexible work schedules are at the discretion of the Executive Director.*
- ✓ Staff members have private office space within the facility.
- ✓ Telework is available for certain positions at the Tampa Bay Regional Planning Council and are determined by the Executive Director.
- ✓ FRS Retirement /Pension or Investment Plan: The Council is a member of the Florida State Retirement System in which employees are automatically enrolled in the Pension Plan/Regular Class. Employees may opt to move to the Investment Plan at their discretion during the first few months of employment.
- ✓ The Council provides a Life Insurance Policy in the amount of \$50,000.00 for professional positions. The policy is maintained during employment with the Council and terminated upon an employee's departure.
- ✓ Professional Business attire is expected when representing the Council in and outside of the office. Business casual is allowed in the office on days when meetings are not being held on site or when employees do not have work related appointments on their schedules.

Annual Leave/Sick Leave/Holidays/General Medical Leave

- ✓ Annual Leave is accrued at 1 day a month for the first 5 years. 1 ½-days a month from 5 years to 10 years and 2 days a month after 10 years. Upon termination with the Council employees will receive the balance in full.
- ✓ Sick leave is accrued at 1 day per month. Upon separation with the Council, you are paid on a sliding scale after 5 years for your accrued sick leave. Percentage increases as tenure increases and is defined in the Employee Policy Manual.
- ✓ 13 paid holidays/11 holidays with 2 “floater” days designated by the Executive Director. Holidays include the following:
 - ≈ New Year’s Day
 - ≈ Martin Luther King, Jr. Day
 - ≈ President’s Day
 - ≈ Good Friday
 - ≈ Memorial Day
 - ≈ 4th of July
 - ≈ Labor Day
 - ≈ Veteran’s Day
 - ≈ Thanksgiving Day and the Day Following Thanksgiving
 - ≈ Christmas Day
- ✓ The TBRPC is not subject to the Family Medical Leave Act but does have a General Leave Policy for employees which mimics benefits offered through FMLA.

Optional Benefits for Employees: *The Council offers a Cafeteria Style Plan for its staff. A Cafeteria Plan allows each employee to choose which coverages they would like to have during each Open Enrollment period (Sept. 1-Sept. 30 each year). Benefits are individually designated as pre-tax and/or after-tax.*

- ✓ Health Insurance is currently United Healthcare through the Florida League of Cities. The Council currently pays 80% of the employee’s premium and the employee pays 20% via bi-weekly payroll deductions.
- ✓ AFLAC-A myriad of optional AFLAC policies are available for Council employees.

- ✓ The Council offers two optional investment plans, Mission Square (formerly ICMA-RC) 457 Plan and Nationwide 457 Plan.
- ✓ Cafeteria Plan is available to staff as well as an optional flexible spending account for medical costs and dependent/childcare.
- ✓ Cafeteria Plan year runs from October 1- September 30

Additional Policies for Employees

- ✓ Telework Program for Eligible Positions as determined by the Executive Director- Formalized work from home program
- ✓ Computer Loan program after 6 months of employment
- ✓ Tuition reimbursement for pre-approved coursework by the Executive Director
- ✓ Conference and Professional Training Opportunities as approved by the Executive Director or the Deputy Executive Director