



**Town of Jupiter  
Human Resources Department  
PART-TIME BENEFIT PACKAGE  
(20-29 hours/week)  
Effective: 01/01/2020 - 12/31/2020**

**Salary Range:**

A job classification and salary range is established for each position. Salary is budgeted by department and approved by Town Council for each position with the Town of Jupiter. A new employee is subject to a six month probationary period and will receive an evaluation at the end of that six month period. Annual reviews are conducted each March at which time an employee is eligible for a salary increase based on performance.

**Pension Plan:**

(General Employee)

Florida Retirement System (FRS). Employees may choose between a Defined Benefit Pension Plan and a Defined Contribution Investment Plan. The Defined Contribution Investment Plan has a one (1) year vesting schedule. The Defined Benefit Plan has a vesting schedule after eight (8) years of employment with the Town of Jupiter. Effective July 1, 2011 FRS mandatory employee contribution is 3% for both plans.

**Health/Dental Plan:**

**Florida Blue Cross/Blue Shield** - Employees are provided health and dental insurance options and may choose whichever package they prefer. Coverage begins the first of the month following thirty (30) days of employment.

(See current rate schedules below)

PLAN	MEDICAL
<b>HMO</b>	Individual Employee Coverage Non Tobacco User: \$269.79 Tobacco User: \$282.29
<b>HSA</b>	Individual Employee Coverage Non Tobacco User: \$210.88 Tobacco User: \$223.38

PLAN	DENTAL
<b>DHMO</b>	Individual Employee Coverage: \$2.31
<b>PPO</b>	Individual Employee Coverage: \$9.82

**Deductions for Health and Dental are taken bi-weekly / 24 pay periods**

**Sick Leave:**

Earn sick leave on a pro-rated basis. Sick time balance paid upon retirement or resignation (minimum 2 years of employment) at a conversion rate of: 2 to 5 years at 30%; 5+ to 10 years at 40%; or 10+ or more years at 50%.

**Vacation Leave:**

Earn vacation leave on a pro-rated basis. Can be taken after six (6) months of employment.

**Holidays:**

Eleven (11) days per calendar year, equal to four (4) hours.  
One (1) Floating Personal Holiday (4) hours each fiscal year.

**Direct Deposit for Payroll:**

New Hires are **required** to sign-up for direct deposit of their payroll check.

**Deferred Compensation:**

Optional pre taxable savings program to supplement retirement income, which is personally geared toward individual employee's needs. The deferred compensation program allows employees to put aside a portion of their earnings each pay period into an account for their retirement and reduce the amount that is taxable now, postponing federal income taxes until retirement which is then taxable at a lower rate. Another advantage is that the deferred compensation program defers taxes on income that an employee's account earns over the course of employment years, which is not available in a conventional passbook savings account. The Town of Jupiter currently has two deferred compensation plans from which to choose in accordance with Section 457 of the Internal Revenue Code of 1986.