



Town of Jupiter

Human Resources Department

PART-TIME BENEFIT PACKAGE

(20-29 hours/week)

Effective: 01/01/2026 - 12/31/2026

Salary Range: A job classification and salary range are established for each position. Salary is budgeted by department and approved by the 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 at the end of the calendar year, and salary increases reflecting the performance are implemented in January.

Pension Plan: 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.**
(General Employee)

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 rate schedule below)

PLAN	MEDICAL	PLAN	DENTAL
HMO	Individual Employee Coverage Non Tobacco User: \$297.44 Tobacco User: \$309.94	DHMO	Individual Employee Coverage: \$2.09
HSA	Individual Employee Coverage Non Tobacco User: \$232.49 Tobacco User: \$244.99	PPO	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.