

DEPARTMENT OF HUMAN RESOURCES
Division Of Training And Management Development



WELCOME TO THE CITY OF TAMPA
YOU ARE the Essential Piece

New Employee Orientation
SUCCESSFUL BEGINNINGS



CITY OF TAMPA

— OFFICE OF THE MAYOR —

Jane Castor, Mayor

To All Our City of Tampa Employees and Your Families,

As Mayor, I am extremely proud of how our great City of Tampa team stepped up to overcome challenges and lift up our local community this past year. I want to personally thank you for providing the essential services that our residents rely on every day. From keeping our neighborhoods safe and clean, to keeping our residents informed, our kids engaged, our pipes working, and our city running - this year has been a testament to the hard work each of our departments do to serve our community.

This year, our team also demonstrated unmatched adaptability and dedication by working tirelessly to adjust our programs and launch new initiatives in response to COVID-19, like One Tampa (which offered financial assistance to individuals, families and businesses impacted by COVID-19) and our Lift Up Local program (which supported our local businesses by allowing them to expand outdoor seating onto public rights of way).

Despite every obstacle in 2020, I am pleased to say that our City remains laser-focused on our mission of Transforming Tampa's Tomorrow, and we are already making major progress on our five strategic goals, which include:

- » Strengthening Community Centric Services
- » Enhancing Workforce Development
- » Increasing Housing Affordability
- » Improving Infrastructure and Mobility
- » Establishing Sustainability and Resilience

Looking forward to 2021, I have never been more excited for our City's future, and that's thanks to the important work each of you is doing to help us achieve our vision.

To continue on this path of progress, I recognize that we need to retain and attract the very best talent and workforce for our City, and that means providing competitive benefits that offer the security, options and flexibility that meet the needs of our employees and their families. Therefore, along with our Human Resources Department, I am pleased to announce that we will remain with United Healthcare for our Medical plan and Flexible Spending Account administration, and all other insurance providers will remain the same as well for the 2021 Plan Year.

Many of you have been utilizing the Wellness Centers, operated by CareATC, which has resulted in improved health and cost avoidance for the City. Medical care at the Wellness Centers is available at no cost to our employees and their covered dependents on the United Healthcare Plan, and this summer virtual visits were added to increase the ease of getting that care. The CareATC HealthPassport portal will continue to be the location for completion of wellness incentives as well as your guide for wellbeing resources and fitness.

Along with the other options available to you in this booklet, the City's leave benefits (including parental leave of absence and pregnancy-related leave of absence), retirement programs, life, disability, dental and flexible spending account benefits provide a rich, comprehensive benefits program to meet you and your family's needs.

This 2021 Benefits Guide provides a benefits summary. Full details can be found on the Employee Benefits website on the iNet homepage and at tampagov.net/benefits. I encourage you to review this information carefully as one of several opportunities to make your 2021 benefit elections, either as a new employee joining the City or during the annual open enrollment.

Thank you for being a valued member of our City of Tampa team!

Sincerely,



Jane Castor

ABOUT US

The origin and meaning of the name "Tampa" are believed to mean "sticks of fire" in the language of the Calusa, an Indian tribe that once lived south of the area. This may relate to the high concentration of lightning strikes that west central Florida receives every year during the summer months.



The modern history of Tampa can be traced to the 1824 founding of Fort Brooke at the mouth of the Hillsborough River, soon after the United States had taken possession of Florida from Spain. The town of Tampa was first incorporated in 1855 and again in 1887. Tampa's growth was precipitated by the migration of major cigar manufacturers to Tampa. By 1900, Ybor City was considered the "cigar capital of the world."

By the beginning of the 20th century, Tampa had become an increasingly important port in the United States for economic and military activities. During World War II, military installations MacDill Field and Drew Field (now the site of Tampa International Airport) were established. These sites have had a long-lasting impact on Tampa's physical and economic growth.



Tampa is home to the annual Gasparilla Pirate Festival, organized each year by a legendary band of pirates known as Ye Mystic Krewe. A fully-rigged pirate ship sales into the heart of Tampa to reenact the invasion of mythical pirate Jose Gaspar. The fest originated in 1905 and is one of the nation's largest and most unique celebrations.



Since its incorporation in 1856, Tampa has had 59 mayors. Joseph Bradford Lancaster served as the first Mayor of Tampa in 1856. He also served on the Florida Supreme Court from 1848 to 1850.

Today, Jane Castor serves as the 59th Mayor of Tampa taking the Oath of Office on May 1, 2019. She is a 31-year veteran of the Tampa Police Department, earning distinction as the first woman to serve as Tampa's Chief of Police from 2009 to 2015. During the six years she served in that role, she earned many leadership, community, and achievement awards. In her role as Mayor, she is dedicated to a visionary plan of Transforming Tampa's Tomorrow through five key initiatives: Transportation; Development Services; Workforce Development; Affordable Housing and Sustainability and Resilience.

Tampa is governed under the strong mayor form of government. The Mayor of Tampa is the chief executive officer of city government. The City Council is the legislative body served by seven members. Four members are elected from specific-numbered areas designated as City Districts, and the remaining three are "at-large" members.

The City continues its commitment to economic development by focusing on working together to move Tampa forward. Together, we focused on the City's and region's economic leadership, stability, and most important, business opportunity.

City employees are dedicated to protecting and serving the citizens. They work hard every day to grow and retain existing business, attract new businesses, develop entrepreneurship, and make Tampa a more competitive city through a variety of initiatives, as well as serving the internal needs of the organization. We look forward to welcoming talented, driven and enthusiastic individuals like you. You are the Essential Piece in building a brighter future for our city. Welcome aboard!!!

Mayor’s Message

About City of Tampa

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1. Employee Assistance Program

New Employee Orientation



Employee Assistance Program



Feeling mad *Legal problems*
Drinking too much
Sad or blue *Family problems*
Money problem *Stressed out*
Is your child having problems

If you or a family member faced with these or any other problem, help is available. The Employee assistance program is a free and confidential benefit offered to the City of Tampa employees and their dependents. The program is easy to use and available 24 hours a day/ seven days a week.

If you are faced with problem that seem too big for you to deal with on your own or if you just need to talk, contact the EAP. The only thing you have to lose is the problem

24 Hour EAP Help Lines

People First EAP

Wood & Associates

In Hillsborough: (813) 870-0392

In Pinellas: (727) 576-5164

Out-Of-Area: (800) 343-4670

www.woodassociates.com

Optum EAP

UnitedHealthcare

(866) 248-4096

liveandworkwell.com

Access code: Tampa

2. Family Medical Leave Act (FMLA)

New Employee Orientation



**EMPLOYEE RIGHTS AND RESPONSIBILITIES
 UNDER THE FAMILY AND MEDICAL LEAVE ACT**

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



3. Health Plan Update

HIPPA Special Enrollment/CHIP Coverage
and Dependent Verification Requirements

New Employee Orientation





CITY OF TAMPA

Jane Castor, Mayor

Department of Human Resources

Risk Management Division

CITY OF TAMPA HEALTH PLAN UPDATE

The information contained in this update represents a change to the rules of the City of Tampa Group Health Plans.

PLEASE READ CAREFULLY

Under the City of Tampa group health plans, employees and their eligible dependents may enroll for coverage when they first become eligible for coverage and annually during Open Enrollment. In addition, employees and/or their eligible dependents are allowed to enroll in the group health plan if they experience a Special Enrollment event. Effective April 1, 2009, the plan rules have changed to allow you and/or your eligible dependents to enroll for coverage under a new HIPAA special enrollment opportunity.

The following notice describes your rights to a HIPAA special enrollment, including the new special enrollment opportunity, and how to request coverage under a special enrollment.

Please keep this notice in a secure place with your other health plan materials.

If you have any questions about the attached notice or want more information, please contact Human Resources/Employee Relations at (813) 274-8041.



CITY OF TAMPA

Jane Castor, Mayor

Department of Human Resources

Risk Management Division

Initial Notice of your HIPAA Special Enrollment Rights

Loss of Other Coverage – If you are declining enrollment for yourself and/or your dependents (including your spouse) because of other health insurance coverage or group health plan cover, you may be able to enroll yourself and/or your dependent in the City of Tampa group health plan if you or your dependents lose eligibility for that other coverage. To be eligible for this mid-year special enrollment opportunity you must request enrollment within 30 days after your other coverage ends.

New Dependent as a Result of Marriage, Birth, Adoption or Placement for Adoption – If you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and/or your dependent(s). To be eligible for this special enrollment opportunity you must request enrollment within 30 days after the marriage, birth, adoption or placement for adoption.

Effective April 1, 2009 –

The City of Tampa group health plan will allow an employee or dependent who is eligible, but not enrolled for coverage, to enroll for coverage if either of the following events occur:

1. **TERMINATION OF MEDICAID OR SCHIP COVERAGE** – If the employee or dependent is covered under a Medicaid plan or under a State child health plan (SCHIP) and coverage of the employee or dependent under such a plan is terminated as a result of loss of eligibility.
2. **ELIGIBILITY FOR EMPLOYMENT ASSISTANCE UNDER MEDICAID OR SCHIP** – If the employee or dependent becomes eligible for premium assistance under Medicaid or SCHIP, including under any waiver or demonstration project conducted under or in relation to such a plan. This is usually a program where the state assists employed individuals with premium payment assistance for their employer’s group health plan rather than direct enrollment in a state Medicaid program.

To be eligible for either of these special enrollment opportunities you must request coverage under the group health plan **within 60 days** after the date the employee or dependent becomes eligible for premium assistance under Medicaid or SCHIP or the date you or your dependent’s Medicaid or state-sponsored CHIP coverage ends.

To request special enrollment or obtain more information, please contact HR/Employee Relations at (813) 274-8041.



CITY OF TAMPA
Jane Castor, Mayor

Human Resources

Dependent Verification Requirements

IMPORTANT auditing information if adding dependents to your health plans

Subject: Dependent Eligibility Audit

Dear New City Employee:

Welcome to the City of Tampa. In a few weeks you will receive a packet at your home address from Benefits Outsource, Inc. stating that you are required to complete a dependent verification for each dependent you enroll in the City of Tampa's medical, dental, and/or vision plans. The City has contracted through United Healthcare with Benefits Outsource, Inc., an independent audit firm, to collect answers and verify required legal documents. Benefits Outsource, Inc. is the contracted third party that will coordinate the audit. **As the City of Tampa is committed to implementing responsible measures to help control benefit plan costs, you are required to complete this dependent verification audit within 45 days of receipt of the packet mailed to your home.** Our goal is to ensure that coverage is provided for each dependent eligible for the plan and that each of us, as plan participants, does not pay for dependents that are not eligible.

As a new employee who may enroll one or more dependents in the group medical, dental and/or vision plan, you will be required to complete an online affidavit and submit documents that verify your current relationship to any dependents listed in the audit packet. You do not have to complete this task for any family members not listed in the audit packet.

IMPORTANT: Completion of the dependent eligibility is **MANDATORY** for your dependent(s) to remain enrolled on the City's medical, dental, and/or vision plan. If you fail to complete the audit for any dependent you have enrolled by the deadline, that dependent will be removed from the City's medical, dental, and/or vision plan. In addition, you may also face disciplinary action, up to and including termination of employment if you provide false or fraudulent documentation.

The dependent eligibility audit packet that will be mailed to your home will contain enclosed materials (instructions, verification document list, eligibility definitions, FAQ, and privacy statement) and more information about the definition of an eligible dependent and where to obtain verification documents. Please remember City equipment is not to be used for personal business. Documents of a sensitive nature being used to verify eligibility for benefits, if transmitted via City equipment, are subject to public records laws.

The City thanks you in advance for your cooperation with this important audit, which ensures that the City and our employees only pay for dependents that are eligible to enroll in the City's group benefits.

Dependent Eligibility Audit Acknowledgement:

I _____ certify and acknowledge that I am responsible for completion of the dependent eligibility audit for each dependent I have enrolled in any City of Tampa benefits plan, within 45 days of receipt of information from the City's vendor, Benefits Outsource, Inc. If I fail to complete the audit process for any dependent, such dependent will immediately be removed from coverage. Furthermore, I acknowledge that I am subject to disciplinary action for any falsification, misrepresentation or material omission of facts regarding group benefits plans.

Employee Signature

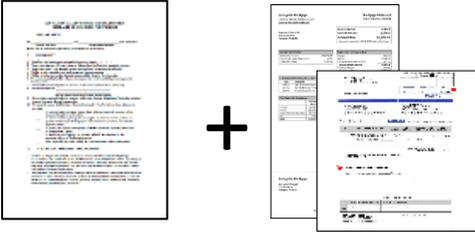
Employee ID#

Date

City of Tampa Dependent Definitions

| Eligible Dependent Type | Definition |
|---|---|
| Spouse – Legally Married | A legally married spouse (same or opposite sex) is an eligible dependent type. |
| Domestic Partner | A domestic partner who is registered as such with the City of Tampa is an eligible dependent type. |
| Natural (Biological) Child | Up to the end of the month in which the child turns age 26, a natural child is an eligible dependent type. |
| Adopted Child, or Child Placed for Legal Adoption | Up to the end of the month in which the child turns age 26, an adopted child (or a child placed for legal adoption) is an eligible dependent type. |
| Stepchild | Up to the end of the month in which the child turns age 26, a stepchild is an eligible dependent type. |
| Child of Domestic Partner | Up to the end of the month in which the child turns age 26, a child of domestic partner is an eligible dependent type. |
| Grandchild | A grandchild is an eligible dependent type if all of the following are true: The grandchild is younger than 18 months old, AND lives in the employee’s home. A grandchild may also be covered if the employee holds legal guardianship of the grandchild. |
| Foster Child | A foster child is an eligible dependent if the child is placed into the employee’s home through an authorized foster child placement agency or court. |
| Legal Ward | A legal ward is an eligible dependent if the employee holds legal guardianship of the child. A ward may be covered up to the end of the month in which the child turns age 26. |
| Extended Limiting Age for Natural Child, Adopted Child, Stepchild, or Child of Domestic Partner | A natural child, adopted child, stepchild, or child of domestic partner may be covered from age 26 until the end of the calendar year in which the child turns age 30 if all of the following are true: The child lives in Florida, or is a full-time or part-time student; the child is not married; the child does not have a dependent of his/her own; and the child is not covered by any other medical plan. |
| Disabled Child Age 26 and Over | A disabled child who is age 26 or over may continue coverage so long as the child remains disabled and that disability is certified by a physician. |
| Ineligible Dependent Types – Spouses | Ineligible Dependent Types – Children |
| <ul style="list-style-type: none"> • Common law spouse • Civil union partner • Unmarried partner, boyfriend, girlfriend • Roommate • Former spouse or former domestic partner, even if you have a court order to provide medical coverage • Other relatives | <ul style="list-style-type: none"> • Child age 26 or over (unless disabled or covered under specific extended coverage rules) • Child of civil union partner • Child with whom you have no legal relationship • Other relatives • Child of a former spouse or former domestic partner • Spouses or domestic partners of adult children |

**CITY OF TAMPA
VERIFICATION DOCUMENTS**

| Dependent Category | Documents Required to Complete Dependent Verification |
|--|--|
| <p>Legal Marriage Opposite Sex or Same Sex</p> | <p style="text-align: center;"><u>Legal Marriage Certificate AND Two Joint Financial Documents</u></p> <div style="text-align: center;">  </div> <p>Send a copy of your <u>Legal Marriage Certificate</u>.</p> <p style="text-align: center;">AND</p> <p>Send copies of <u>two current joint financial documents</u> showing you and your spouse at the same <u>address</u>. Examples of joint financial documents include:</p> <ul style="list-style-type: none"> ○ Mortgage statement ○ Joint bank account ○ Joint insurance statement (auto, homeowners, or renters) ○ Auto loan, personal loan, or credit card statement ○ Utility bill (except mobile phone bills) <p>Documents must be dated within the past 60 days.</p> <p style="text-align: center;">Black out any Social Security numbers, financial figures, or account numbers on documents you submit.</p> |
| <p>Domestic Partner</p> | <p style="text-align: center;"><u>City of Tampa Domestic Partner Affidavit AND Two Joint Financial Documents</u></p> <div style="text-align: center;">  </div> <p><u>All Domestic Partnerships must be re-affirmed with this new affidavit</u>. The Domestic Partner Affidavit will be available on the website.</p> <p style="text-align: center;">AND</p> <p>Send a copy of <u>TWO of the following</u>:</p> <ul style="list-style-type: none"> ○ A joint lease, mortgage, or deed of the common residence; ○ Joint ownership of an automobile used for transportation; ○ Joint ownership of regularly used checking or savings account; ○ Designation of the partner as a beneficiary for life insurance, deferred compensation or other retirement/disability policy; ○ Designation of the partner as a primary beneficiary of the employee's will, or joint wills; ○ Designation of the partner as holding power of attorney for health care. <p style="text-align: center;">Black out any Social Security numbers, financial figures, or account numbers on documents you submit.</p> |

**CITY OF TAMPA
VERIFICATION DOCUMENTS**

| | |
|---|---|
| <p>Biological Child</p> | <p><u>Birth Certificate</u> is required for each biological child <u>6 months old or older</u>. The birth certificate must be issued by the state, county, or other government body AND list the employee as a parent. Send a copy of the child’s birth certificate.</p> <p style="text-align: center;">OR</p> <p><u>Hospital Letter</u></p> <ul style="list-style-type: none"> • If birth certificate is not available for a child under 6 months old, submit <u>birth documentation on hospital letterhead</u> indicating the birth date of the child or children, AND the names of the parent(s). <p style="text-align: center;">OR</p> <p><u>Court Order</u></p> <ul style="list-style-type: none"> • If birth certificate is not available, a <u>court order</u> (such as a Qualified Medical Child Support Order, National Medical Support Notice or other court document) may be substituted. |
| <p>Adopted Child</p> | <p><u>Placement Papers OR Adoption Agreement OR Birth Certificate</u></p> <ul style="list-style-type: none"> • Send a copy of the <u>placement papers</u> for a child placed with you for adoption (initial stage), or <u>Official Court Adoption Agreement</u> for an adopted child (mid-stage), or <u>legal birth certificate</u> (final stage). <p style="text-align: center;">OR</p> <p><u>Court Order</u></p> <ul style="list-style-type: none"> • If birth certificate is not available, a <u>court order</u> (such as a Qualified Medical Child Support Order, National Medical Support Notice or other court document) may be substituted. |
| <p>Stepchild</p> | <p><u>Child’s Birth Certificate</u></p> <ul style="list-style-type: none"> • Send a copy of the child’s government-issued <u>birth certificate</u> showing that the child’s parent is the employee’s spouse. <p style="text-align: center;">AND</p> <p><u>Legal Marriage Documents</u></p> <ul style="list-style-type: none"> • See notes in the Legal Marriage section for information about submitting these documents. |
| <p>Foster Child</p> | <p><u>Placement Papers</u></p> <ul style="list-style-type: none"> • Send a copy of the <u>placement papers</u> for a foster child, including the person named by the court or agency as a foster parent. |
| <p>Child of Domestic Partner</p> | <p><u>Child’s Birth Certificate</u></p> <ul style="list-style-type: none"> • Child’s government-issued <u>birth certificate</u> showing that the child’s parent is the employee’s domestic partner. If the employee is listed as a parent on the birth certificate, no further documents are needed. <p style="text-align: center;">AND</p> <p><u>Domestic Partner Documents</u></p> <ul style="list-style-type: none"> • See notes in the Domestic Partner section on page 1 of verification documents for information about submitting your domestic partner documents. |
| <p>Other Child Type: Grandchild, Niece/Nephew Brother/Sister Other</p> | <p><u>Guardianship Papers</u></p> <ul style="list-style-type: none"> • Court papers demonstrating legal guardianship. Document must include the name(s) of the person(s) designated as the legal guardian(s). |
| <p>Disabled Child (over age 26)</p> | <p><u>Physician’s Certification of Disability</u></p> <ul style="list-style-type: none"> • Send a COPY of child’s current disability statement from his/her physician. Must be dated within the past 18 months. <p style="text-align: center;">OR</p> <p><u>Social Security Disability Award Letter</u></p> <ul style="list-style-type: none"> • Send a COPY of child’s current Social Security Disability Award letter. Must be dated within the past 18 months. |

**CITY OF TAMPA
 VERIFICATION DOCUMENTS**

| | |
|--|--|
| <p>Child Extended Coverage (age 26 to 30— medical insurance only)</p> | <p>Child’s 2014 Federal Tax Return is required for a child enrolled in the extended medical insurance coverage. Send the first page of the child’s 2014 federal 1040 tax return. Black out Social Security numbers and financial figures.</p> <p>If your child is enrolled as a student, send a statement or letter from your child’s school regarding his/her enrollment status for the Spring 2015 term.</p> <p>These items are required in addition to any relationship verification document required.</p> |
| <p>Grandchild, to age 18 months</p> | <p>Grandchild’s Birth Certificate is required for each grandchild <u>6 months old or older</u>. The birth certificate must be issued by the state, county, or other government body AND list the employee’s child as a parent. Send a copy of the child’s birth certificate.</p> <p style="text-align: center;">OR</p> <p>Hospital Letter</p> <ul style="list-style-type: none"> • If birth certificate is not available for a child under 6 months old, submit <u>birth documentation on hospital letterhead</u> indicating the birth date of the child or children, AND the names of the parent(s). <p style="text-align: center;">AND</p> <p>Proof of Residency</p> <ul style="list-style-type: none"> • Evidence that the grandchild resides in the employee’s home, such as a medical statement, daycare statement, or similar document. |

Helpful Information about Vital Records

A vital record is typically defined as a record of birth, adoption, marriage, divorce, or death. Vital records are established and maintained by the government (city, county, or state) in the jurisdiction where the event took place.

How to Obtain a Vital Record

The Centers for Disease Control and Prevention (CDC) maintains a website with a directory of U.S. states and territories vital records offices to assist in locating vital records. The website can be found at <http://www.cdc.gov/nchs/w2w.htm>.

In Florida, records from any county may be obtained through the Florida Department of Health office. Records can be ordered via mail or in-person. More information can be found at <http://www.floridahealth.gov/%5C/certificates/certificates/index.html>.

How to Obtain a Court Record

Sometimes, court records may be needed to verify a dependent, such as letters of guardianship.

Court records may be obtained directly from the issuing court.

Please note you may be required to present positive proof of identification and relationship when requesting a court record.

Authorized Copy vs. Informational Copy

Some state laws limit who may receive an “authorized copy” of a record. Authorized copies are restricted to the registrant (person named on the record), to the parent/legal guardian of the registrant, and certain other family members. An “informational copy” is typically available if an “authorized copy” is not. Although the “informational copy” will read ‘INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY,’ an informational copy will be suitable for the dependent eligibility verification.

Copies Only—No Originals Needed

We encourage you to submit copies of documents needed for dependent verification.

You may black out any information not needed for dependent verification purposes, such as financial figures, account numbers, Social Security numbers, maiden names, etc.

4. Long Term Disability

Review of Premiums

New Employee Orientation



CIGNA LONG TERM DISABILITY (LTD) INSURANCE

Coverage Benefits Summary & Definitions

SUMMARY OF BENEFITS

Prepared for: City of Tampa

If you had an unexpected illness or injury and were unable to work, how long would you be able to pay your bills? Long-term disability pays a portion of your salary if you're unable to work due to a covered disability.

Who Can Elect Coverage?:

You: All active, Full-time Employees of the Employer regularly working a minimum of 40 hours per week, and Employees classified as part time Assistant City Attorneys and Elected Officials regularly working a minimum of 20 hours per week.

You will be eligible for coverage the first of the month on or after 180 days of Active Service.

Available Coverage:

| | Gross Monthly Benefit | Maximum Gross Monthly Benefit | Benefit Waiting Period | Maximum Benefit Period |
|--|--------------------------------------|-------------------------------|------------------------|--|
| Employer Paid - Your Employer provides the following coverage at no cost to you. | 30% of your monthly covered earnings | \$10,000 | 180 Days | Please refer to the 'How Long Benefits Last' section below for more details. |

Employee Paid -

You have the option to elect one of two following plans to enhance what your

| | | | | |
|--------|--------------------------------------|----------|----------|--|
| Plan 1 | 50% of your monthly covered earnings | \$10,000 | 180 Days | Please refer to the 'How Long Benefits Last' section below for more details. |
| Plan 2 | 60% of your monthly covered earnings | \$10,000 | 180 Days | Please refer to the 'How Long Benefits Last' section below for more details. |

Employee's Monthly Cost of Coverage:

| Age | Plan 1 Monthly Rate per \$100 of Monthly Covered Earnings |
|-------|---|
| 0-19 | \$0.076 |
| 20-24 | \$0.076 |
| 25-29 | \$0.086 |
| 30-34 | \$0.086 |
| 35-39 | \$0.114 |
| 40-44 | \$0.162 |
| 45-49 | \$0.219 |
| 50-54 | \$0.323 |
| 55-59 | \$0.409 |

| Age | Plan 1 Monthly Rate per \$100 of Monthly Covered Earnings |
|-------|---|
| 60-64 | \$0.390 |
| 65-69 | \$0.333 |
| 70-74 | \$0.247 |
| 75-79 | \$0.247 |
| 80-84 | \$0.247 |
| 85-89 | \$0.247 |
| 90-94 | \$0.247 |
| 95-99 | \$0.247 |

CIGNA LONG TERM DISABILITY (LTD) INSURANCE
Coverage Benefits Summary & Definitions

| Age | Plan 2 Monthly Rate per \$100 of Monthly Covered Earnings |
|-------|---|
| 0-19 | \$0.124 |
| 20-24 | \$0.124 |
| 25-29 | \$0.124 |
| 30-34 | \$0.162 |
| 35-39 | \$0.219 |
| 40-44 | \$0.314 |
| 45-49 | \$0.475 |
| 50-54 | \$0.713 |
| 55-59 | \$0.874 |

| Age | Plan 2 Monthly Rate per \$100 of Monthly Covered Earnings |
|-------|---|
| 60-64 | \$0.874 |
| 65-69 | \$0.789 |
| 70-74 | \$0.798 |
| 75-79 | \$0.798 |
| 80-84 | \$0.798 |
| 85-89 | \$0.798 |
| 90-94 | \$0.798 |
| 95-99 | \$0.798 |

Actual per pay period premiums may differ slightly due to rounding. Rates vary by age and may be subject to change in the future

How to Calculate Your Monthly Cost:

- Step 1: Divide your annual salary by 12 to calculate your monthly earnings. Step 2: Use the chart above to find your Monthly rate based on age.
- Step 3: Multiply this rate by your monthly earnings, or \$16,667, whichever is less.
- Step 4: Divide the total by 100. The result is your Monthly cost.

Premium Calculation

Monthly Salary ÷ 100 = _____ X Rate (._____) = _____ X 12 mo. = _____ ÷ Pay Cycle (26) = Cost Per Paycheck

EXAMPLE:
 Employee's hourly wage: \$15.00
 Working hours in a year: 2080 (40-hour week)
 Annual salary: \$31,200 ÷ 12 = \$2,600
 Monthly salary: \$2,600

50% Buy Up Plan
 $\$ 2,600 \div 100 = \$26 \times .047 = 1.222 \times 12 \text{ mo.} = \$14.66 \div 26 = .56$

60% Buy Up Plan
 $\$ 2,600 \div 100 = \$26 \times .095 = \$2.47 \times 12 \text{ mo.} = \$29.64 \div 26 = \$1.14$

5. Sick Leave Bank Enrollment

New Employee Orientation



Sick Bank Donation

(Eligible: Full time, permanent employees)

The annual enrollment period for the General Employee and the Sworn Police Officer Sick Leave Banks is August 1 to October 1 of each year. The Sick Leave Bank provides eligibility to employees to apply for a withdrawal from the bank of up to 800 hours in the event a catastrophic illness depletes their own leave balances, and they are unable to return to work.

New Members (General Employee and Sworn Police Officers): Full-time employees (assigned 40 hours weekly) who have **completed at least one year of continuous service** with the City (as of the last pay date in September) are eligible to participate.

To participate in the Bank, you must complete the [Sick Leave Donation form](#) and submit the completed form to your Personnel Assistant for processing. This form must be signed and received in HR Employee Relations no later than 8 AM, Monday, October 1. This form will transfer 8.0 hours from your sick leave balance to the Sick Leave Bank. You must have a sick leave balance of at least 80.0 hours as of your last pay date in September. You must also have completed one year of continuous service.

Maximum Usage: A participant in the General Employees and Sworn Police Officers Sick Bank may be authorized to use leave from the Sick Leave Bank for a maximum of 800 work hours during employment.

6. Paycheck Sample

New Employee Orientation



Oracle Pay Slip



CITY OF TAMPA
TAMPA, FLORIDA

| | |
|--------------------|---|
| Employee Full Name | |
| Organization | DPW-Parking-Security |
| Employee Number | |
| Employee Address | 107 N Franklin St Fort Brook Garage Tampa, FL 33602 US |

| Pay Period and Salary | | | | | |
|-----------------------|--------------|----------------|--------------|----------|---------------|
| Pay Period | Payment Date | Pay Begin Date | Pay End Date | Pay Rate | Annual Salary |
| Bi-Week | 27-Jun-2014 | 06-Jun-2014 | 21-Jun-2014 | 16.78 | 34,902.40 |

| Summary | | | | | |
|---------|-----------|----------|----------|------------|-----------|
| | Gross | Pre-Tax | Taxes | Deductions | Net Pay |
| Current | 1,397.78 | 253.54 | 234.09 | 223.96 | 686.19 |
| YTD | 18,668.24 | 3,266.02 | 2,320.61 | 2,870.10 | 10,070.51 |

| Earnings Description | Rate | Current Hours | Current Amount | YTD Hours | YTD Amount |
|----------------------|----------|---------------|----------------|-----------|------------|
| Regular Pay | 16.78 | 72.00 | 1,208.16 | 72.00 | 16,088.66 |
| Annual Leave | 16.78 | 8.00 | 134.24 | 18.20 | 305.40 |
| Overtime OT | 25.17273 | 2.20 | 55.38 | 66.30 | 2,172.18 |

| Pre Tax Deductions | | | Taxes | | |
|--------------------|---------|----------|-----------------|---------|----------|
| Description | Current | YTD | Description | Current | YTD |
| Vision | 8.75 | 113.75 | Federal Tax | 141.20 | 997.67 |
| Medical | 136.39 | 1,773.07 | Social Security | 75.28 | 1,072.18 |
| Dental | 38.40 | 499.20 | Medicare | 17.61 | 250.78 |
| Def Comp NW | 70.00 | 910.00 | | | |

| After Tax Deductions | | | Accruals | | |
|----------------------|---------|----------|-------------|---------|---------|
| Description | Current | YTD | Description | Current | Balance |
| Child Support 4 | 177.00 | 2,101.00 | Sick | 3.80 | 925.91 |
| Whole Life Ins | 10.08 | 130.71 | Vacation | 3.80 | 200.43 |
| Gam Fee | 2.00 | 10.00 | Comp Time | 0.00 | 0.00 |
| ATU Union Dues | 13.50 | 158.10 | Holiday | 0.00 | 8.00 |
| LTD EE | 1.66 | 21.70 | | | |
| STD | 19.72 | 256.36 | | | |

| Tax Withholding information | | | |
|-----------------------------|--------------------------|------------|-------------------|
| Type | Marital Status | Exemptions | Additional Amount |
| Federal | Single | 0 | 0.00 |
| Florida | No State Withholding Tax | 0 | 0.00 |

| Net Pay Distribution | | | | |
|----------------------|-----------------|--------------|----------------|--------|
| Deposit/Check Number | Bank Name | Account Type | Account Number | Amount |
| 38009589 | GTE Federal C/U | C | XXXXXXXXXXXX | 686.19 |

| Other Information | |
|-------------------|-------|
| Description | Value |
| No Results Found | |

| Message(s) |
|---------------------|
| No Message(s) Found |

7. HART Bus Fare (Discount)

New Employee Orientation





Discounted rates for City employees are 50% off regular rates
“Express” tickets are for expressway and interstate travel with fewer stops than “Local.”
Price listed below is the discounted rate for City employees:

31-Day Unlimited Hart Fare *(Expires 31 days after the first day of activation. Transfers are not necessary—each time you board, show your pass to the driver.)*

- Discount Local and Limited Express \$32.50
- Discount Express \$47.50

10 Pack 1-Day unlimited Hart Fare *(Purchase 10 days of rides all at once and use them only when you need them. Each 1-Day farecard is valid until the day you use it, so there's no expiration date. You can ride as many times as you want per day. By buying the pack you're getting a discount on your regular fare.)*

- Discount Local and Limited Express \$18.50
- Discount Express \$26.50

PSTA/Hartline Passport Pass *(Provides unlimited travel on all HART and PSTA local, express, Flex and In-Towner routes, and the TECO Line Streetcar System for an entire calendar month.)*

- Fare \$42.50

Present your City employee ID card to the **Parking Department**

Location: Ft Brooke Parking Garage - Ground floor

107 N. Franklin Street - next to Primo's deli

Ph: (813)274-8177

8. City Parking

New Employee Orientation



| GARAGES | RATE | LOCATION |
|--------------------|---|-----------------------------|
| Centro Ybor Garage | \$31.48 restricted, \$64.13 unrestricted | 1500 E. 5 th Ave |
| Ft. Brooke Garage | \$104.64 regular, \$181.91 reserved | 107 N. Franklin St. |
| Palm Avenue Garage | \$31.48 restricted, \$64.13 unrestricted | 2010 N. 13th St. |
| Pam Iorio Garage | \$48.78 restricted, \$100.28 unrestricted | 301 Channelside Dr. |
| Twiggs Garage | \$83.96 regular, \$167.92 reserved | 901 E. Twiggs St. |
| W.F. Poe Garage | \$87.61 regular, no reserved | 800 N. Ashley Dr. |
| Whiting Garage | \$77.87 regular, \$158.19 reserved | 400 E. Whiting St. |

Please be advised the majority of garages & lots are at sales capacity and on a waitlist. You may create a guest parking account at <https://www.tampagov.net/parking> and place yourself on up to 2 monthly parking waitlists.

| LOTS | RATE | LOCATION |
|-------------------------------------|-----------|---|
| Selmon Expressway II Lot | \$34.99 * | Bounded by S Florida Ave, S Morgan St & South of E Brorein St |
| Selmon Expressway IV Lot | \$34.99 * | Southwest corner of S Jefferson St & E Whiting St |
| Selmon Expressway V Lot | \$34.99 * | East of S Jefferson St, bounded by E Whiting St & E Brorein St |
| Selmon Expressway East Lot | \$34.99 * | Southeast corner of N Nebraska Ave & E Twiggs St |
| Selmon Expressway Health Lot | \$34.99 * | Northwest corner of E Kennedy Blvd & S Nebraska Ave |
| Selmon Expressway South Lot | \$34.99 * | South of E Whiting St, bounded by N East St & S Nebraska Ave |
| Selmon Expressway Union Station Lot | \$34.99 * | Northwest corner of E Twiggs St & Union Station St (East of Nebraska) |
| Interstate Lot | \$23.12 v | Bounded by N Morgan St, N Tampa St & Scott St |
| Pierce Street Lot | \$31.48 * | 1000 N Pierce St (between E Cass St & E Harrison St) |
| Regional/Royal Lot | \$23.12 v | Southwest corner of N Tampa St & E Fortune St |
| Scott St Lot | \$40.56 | 1301 N Morgan St |
| Zack Street Lot | \$38.48 * | 900 Block of E Zack St (East side of Fire Station) |

* Access only 6:00 AM - 6:00 PM, Monday - Friday (violators will receive a parking citation)

v Access only 6:00 AM - 7:00 PM, Monday - Friday (violators will receive a parking citation)

Present your City employee ID card to the Parking Division to be payroll-deducted

*other payment options are credit/debit card, personal check or cash

Location: Ft Brooke Parking Garage Administrative Office - Ground floor, facing Franklin St
107 N. Franklin Street

Ph: (813)274-8179

9. Tampa City Council

New Employee Orientation



Tampa City Council

Tampa's legislative branch of government, known today as the City Council and in early periods as the City Commission or Board of Representatives, has been a vital arm of city government.

Even today, under Tampa's strong mayor form of government, the City Council makes important decisions on a wide variety of key issues, including zoning and infrastructure. Not only does the council perform its policymaking role, it also represents the citizens of Tampa. Over time, the council has progressed to truly representing the diverse neighborhoods and population of Tampa.

The Tampa City Council is a legislative branch of City Government and operates in accordance with the provisions of the 1974 Revised Charter of the City of Tampa. The City Council is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as chief executive officer.

Seven Council Members are elected by the voters within the City Limits of Tampa to serve for a term of four years. Council members for Districts #1, #2, and #3 are elected at-large (meaning city-wide) and those from Districts #4 through #7 are elected in individual districts.

For more information, visit <https://www.tampagov.net/city-council>

Meet your City Council

District 1 – At Large



JOSEPH CITRO was sworn into office as a Tampa City Council member on May 1, 2019. Joseph serves as Chair for the Public Safety Committee and as CRA Board Chair.

District 2 – At Large



First elected in 1974, **CHARLIE MIRANDA** is one of two of the longest serving City Council members in the City's history. He was known for his campaign slogan "Who cares? Miranda Cares."

District 3 – At Large – Council Chair Pro Tem

Vacant



District 4



A Florida native, **BILL CARLSON** is the Tampa City Council Member representing District 4 and serves as CRA Board Vice Chair. He was elected on March 5, 2019, and currently serves on the board of the Florida Chamber Foundation, Florida TaxWatch, Florida Museum of History, Florida House DC and the Pinellas Education Foundation.

District 5 – Council Chairman



ORLANDO GUDES is the Tampa City Council Member representing District 5 and is the City Council Chairman. Orlando is dedicated to his community, having served as an officer with the Tampa Police Department for over 26 years.

District 6



GUIDO MANISCALCO was born and raised in Tampa. He is appointed to the Metropolitan Planning Organization (MPO), the Tampa Theatre Board, the Tampa Museum of Art, the Arts Council of Hillsborough County.

District 7



LUIS E. VIERA was raised in the North Tampa/ Temple Terrace area. From 2019-2020, Luis served as Chairman of Tampa City Council and presently chairs Tampa City Council's Transportation Committee.

10. Acronyms

New Employee Orientation



Acronym Definitions

What exactly are people talking about when they say that "UAD" is a division of "R&F"? What if you are told you need to go to "CSC" to get information on the "LDC"? This list of acronyms most commonly used by City employees will provide answers to those and other questions.

You can also find this information on the city's Internet web site: <http://www.tampagov.net/info/miscellaneous-documents/acronyms-explained>

| INITIALS | WHAT IT MEANS | MORE INFO |
|---------------|--|---|
| AAP | Affirmative Action Plan | There are specific conditions for which an Affirmative Action Plan is required. |
| ARC | Architectural Review Commission | The ARC is responsible for reviewing development within a historic district. |
| ATU | Amalgamated Transit Union | The people who represent some of our city employees |
| AWTP | Advanced Wastewater Treatment Plant | This is where our water is cleaned after being used by homes and businesses. |
| BBB | Better Business Bureau | Where to go to check on a business. |
| BHD | Business and Housing Development | BHD oversees every aspect of city development. |
| BLC | Barrio Latino Commission | This is the group responsible for preserving the historic fabric of the Ybor District and maintaining its architectural integrity |
| BTS | Business Tax System | Browse business tax receipts records online. |
| CAD | Computer Aided Design or Computer Aided Dispatching (it means both!) | CAD helps our dispatchers get you help more quickly, and helps our engineers and drafters make drawings more precise! |
| CAFR | Comprehensive Annual Financial Report | This is one of the many financial documents you can view on our site. |
| CBD | Central Business District | The heart of the City. |
| CCNA | Consultants Competitive Negotiations Act | Read the full CCNA Florida Statute. |
| CDBG | Community Development Block Grant | Look in our Budget Highlights for more information. |
| CERCLA | Comprehensive Environmental Response Compensation and Liability Act | Commonly known as Superfund, this act was enacted by Congress on December 11, 1980 |
| CERT | Community Emergency Response Team | The Community Emergency Response Team program helps train people to be better prepared to respond to emergency situations in their communities. |
| CIP | Capital Improvement Project | The big projects the City spends money on. |
| CIT | Community Investment Tax | This tax pays for all kinds of nice things for Hillsborough County residents. |

Acronym Definitions

| INITIALS | WHAT IT MEANS | MORE INFO |
|---------------------|---|---|
| COT | City of Tampa | Tampa means "Sticks of Fire". Learn more interesting Tampa Facts on our site! |
| CRA | Community Redevelopment Agency | See the agendas for their meetings. |
| CSC (1 of 2) | Customer Service Center | Where to go to request an action, ask a question, submit an opinion, make an online payment, obtain a form/application, or perform self research. |
| CSC (2 of 2) | Construction Services Center | Where to go for all of your construction permit and inspection needs. |
| CTTV | City of Tampa Television | A large assortment of interesting shows. Check the schedule! |
| DEP | Department of Environmental Protection | This group makes sure our environment is secure. |
| DPW | Department of Public Works | This city department includes Parking, Transportation, and Fleet Maintenance. |
| EDP | Employee Development Portal in Oracle | Where to enroll in training in Oracle. |
| EEOC | Equal Employment Opportunity Commission | Our Personnel Division ensures we abide by these rules. |
| EMS | Emergency Management System | This group makes sure everyone is ready when life and property are in immediate jeopardy |
| FAQ | Frequently Asked Questions | The Construction Services Center FAQ page is just one of many such pages you'll find on TampaGov. |
| FDLE | Florida Department of Law Enforcement | FDLE prevents, investigates and solves crimes while protecting Florida's citizens and visitors. |
| FEMA | Federal Emergency Management Agency | This agency handles disaster preparedness and recovery on a national level. |
| FLAQ | Florida Aquarium | Florida's vast landscape encompasses 58,560 square miles, 4,308 of which are water. See many of the inhabitants here. |
| FY | Fiscal Year | The City's FY starts in October. |
| GAC | German American Club | This historic building houses Central Cashiering, the Credit Department, Community Redevelopment, and Business License. |
| GIS | Geographic Information Systems | GIS combines layers of information about a place to give you a better understanding of that place. |
| HART | Hillsborough Area Regional Transit | This is the group which manages Tampa's public transportation. |
| HCC | Hillsborough Community College | Founded in 1968, HCC is one of the largest of Florida's community college system. |
| HPC | Historic Preservation Commission | HPC's mission is to recommend designations, conservation districts and historic districts |
| ITS | See T&I | Formerly Information Technology Services, this group manages the City's information technology needs. |
| LDC | Land Development Coordination | This group makes sure that development goes by the rules! |

Acronym Definitions

| INITIALS | WHAT IT MEANS | MORE INFO |
|----------------|---|---|
| MBD | Minority Business Development | MBD promotes the participation and award of contracts to women and minority business enterprises. |
| MBE | Minority Business Enterprise | The Minority Business Development Office promotes the participation and award of contracts to women and minority business enterprises. |
| MOSI | Museum of Science and Industry | A fun place to go for kids of all ages! |
| MSA | Metropolitan Statistical Area | The Tampa Bay Region, situated on the central west coast of Florida, is one of the largest metropolitan areas in the country |
| OCC | Office of Cable Communication | The people who oversee Cable TV! |
| OCH | Old City Hall | The original! |
| R&F | Revenue and Finance | This department looks out for the financial needs of the City. |
| RFB | Request for Bid | Purchasing has its bid list online. |
| RFQ | Request for Quote | Contract Administration handles RFQ's. |
| S&E | Standards and Enforcement | It used to be S&E, now it's Code Enforcement. |
| SBE | Small Business Enterprise | This is a race and gender neutral program for small businesses. |
| STAR | South Tampa Area Reclaimed Project | A way to help people conserve water - using reclaimed! |
| SWEEP | Solid Waste Enhanced Environment Program | The S.W.E.E.P. for Cleaner Neighborhoods program strives to help keep Tampa's neighborhoods clean by providing citizens with a way to dispose of unwanted household items that are too large for normal collection. |
| T&I | Technology and Innovation | Plans for the future technology needs, creates strategic partnerships with other City departments and agencies, and leads process improvements that advance better, smarter, faster business decisions and innovative solutions based on dynamic core services. |
| TBBBIC | Tampa Bay Black Business Investment Corporation | Provides technical and financial assistance to minority and economically disadvantaged entrepreneurs. |
| TCC | Tampa Convention Center | A beautiful meeting facility in the heart of downtown Tampa. |
| TECO | Tampa Electric Company | This is where the people of Tampa get their electric power. |
| TFR | Tampa Fire Rescue | Dial 911 to reach TFR in an emergency, or (813) 242-5465 when it's not. |
| TGH | Tampa General Hospital | One of the area hospitals which keep us healthy. |
| THA | Tampa Housing Authority | This group takes care of public housing in Hillsborough County. |
| THCVA | Tampa Bay Convention and Visitors Bureau | The mission of the THCVB is to create vibrant growth for the Tampa Bay area by promoting developing and expanding a united visitor industry |

Acronym Definitions

| INITIALS | WHAT IT MEANS | MORE INFO |
|-------------|---------------------------------------|---|
| TIA | Tampa International Airport | Commonly referred to as TIA by locals, we are really TPA to airlines. |
| TIF | Tax Increment Financing | A mechanism for using property taxes to stimulate investment in economically depressed areas. |
| TMA | Tampa Museum of Art | TMA provides a broad range of art-related experiences for visitors of all ages. |
| TMOB | Tampa Municipal Office Building | This is where many of the City's employees work. |
| TPA | Tampa International Airport | Want to make reservations to see us? Make sure you pick TPA, not TIA, as your destination! |
| TPD | Tampa Police Department | You can reach TPD at 911 in an emergency, or at (813) 276-3200 when it's not. |
| TSA | Tampa Sports Authority | TSA plans, develops, and maintains a comprehensive complex of sports and recreational facilities for the Tampa Bay area. |
| UAD | Utility Accounting Division | UAD takes care of billing for utility services. You can take care of many requests on-line! |
| USF | University of South Florida | USF is one of the 20 largest universities in the nation, offering roughly 200 programs to more than 35,000 students. |
| UT | University of Tampa | Offering more than 60 comprehensive areas of undergraduate study, UT provides students with a high level of academic excellence. |
| VRB | Variance Review Board | Want to do something out of the ordinary with your property? These are the people to see. |
| WMBE | Women & Minority Business Enterprises | The WMBE Program was established to provide women and minority businesses equal contract opportunities. This program is administered by the Minority Business Development Department. |
| WTP | Water Treatment Plant | This is where water is treated before it goes to homes and businesses. |
| YCDC | Ybor City Development Corporation | A not-for-profit corporation whose goal is to promote redevelopment in the Ybor City Area |

11. Know YOUR role

New Employee Orientation



Know your role

The City of Tampa has a responsibility to its citizens to prepare and plan for its response to planned and unplanned emergency events (such as hurricanes, terrorist attack or a catastrophic health emergency like a pandemic or biohazard).

As public servants, employees have a role in the City's plan to assist its citizens before, during and/or after an event.

Through the Know Your Role program, the City has the ability to identify resources available for assignments before, during and after an emergency event. This helps the City better plan, prepare and respond to the community's needs in the event of an emergency. Employees are critical to these efforts.

Personnel Manual Policy **B40: Emergency Conditions** provides guidance regarding:

- Employees' responsibilities and work assignments during an emergency
- Employee group designations
- Limitation of standard pay (three days) if the City shuts down operations, and,
- An employees' requirement to report to work for an alternative assignment when recalled.

As a new employee, you will complete a Know Your Role questionnaire as part of the City's Emergency Management Know Your Role program. The link is located on iNET homepage and it requires employee network login.

12. GE Retirement Fund

New Employee Orientation



DIVISION B – DEFINED BENEFIT PLAN

HOW IT WORKS

The Division B – Defined Benefit Plan is a pension plan, and with this plan you will apply to begin receiving a monthly payment from the General Employees’ Retirement Fund when you meet age and vesting requirements.

Once you are vested, the requirement for a full (unreduced) pension benefit is age 62. If you are vested, the requirement for a reduced pension benefit is age 55.

If you meet the vesting and age requirement for a full (unreduced) pension benefit, the amount that you will receive from the General Employees’ Retirement Fund each month is determined by the following formula:



BECOMING VESTED IN THIS PLAN

Vesting refers to your right to receive a lifetime monthly pension benefit. If you terminate employment and you are vested, you will be able to apply to receive a lifetime monthly pension benefit when you meet age and vesting requirements. If you terminate employment and you are not vested, you will not be able to apply to receive a lifetime monthly pension benefit.

You are 100% vested if:

- You have 6 years of continuous service.

DETERMINING WHAT YOU WILL RECEIVE IN RETIREMENT

Three factors will affect the amount of your lifetime monthly pension benefit: your average monthly salary, your years of continuous service, and when you choose to begin to receive your benefits. Understanding how the Division B – Defined Benefit Plan works will enable you to maximize this employee benefit.

Your Average Monthly Salary

To determine your average monthly salary, the General Employees’ Retirement Fund will first look at the last six years of your earnings history up to your retirement date and will isolate the highest 3 years of earnings in the Division B – Defined Benefit Plan. Next, the General Employees’ Retirement Fund will use that information to create an annual and monthly average.

Earnings, for this purpose, are defined by *The Retirement Plan for City of Tampa General Employees’ Retirement Fund – Special Act of the Florida State Legislature – Chapter 23559, Special Act of 1945*, as **salaries or wages**, and it includes your base salary, regular longevity bonuses, overtime, and shift premiums, but it does not include other premiums, allowances, special payments, or any casual nonrecurring or unpredictable bonuses, sick or vacation leave payouts, or severance pay.



Your Years of Continuous Service

For many employees, continuous service will simply be the amount of time that you worked for your employer. While continuous service cannot include any periods of suspension or leaves of absence without pay, unless you were reinstated, continuous service can include:

- **Military Service.** Continuous service can include periods of active duty military service protected by the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA). If you wish to claim credit for your military service, you must submit a copy of your certificate of service (Form DD-214, or equivalent) showing your dates of entry into and discharge from active duty so that your eligibility can be determined.
- **Part-Time Service.** Continuous service can include part-time service.
- **Temporary Service.** Continuous service can include service in certain types of temporary positions in which you are directly employed by the City of Tampa.

When You Begin to Receive General Employees’ Retirement Fund Benefits

When you begin to receive General Employees’ Retirement Fund benefits can affect the amount of your lifetime monthly pension benefit.

You will become eligible for full (unreduced) pension benefits when you turn age 62, provided you are vested. You will become eligible for reduced pension benefits after you turn age 55, provided you are vested.

For active members, if you choose to apply for reduced pension benefits, your lifetime monthly pension benefit will be reduced by 5/12 of 1% for each month, or 5% per year that you do not meet the age requirement for a full (unreduced) pension benefit, and this rate is called the early service reduction factor.

The following table shows the early service reduction factor:

| AGE | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 |
|---------------------------------------|-----|-----|-----|-----|-----|-----|----|----|
| EARLY SERVICE REDUCTION FACTOR | 35% | 30% | 25% | 20% | 15% | 10% | 5% | 0% |

Non-active members are only eligible to draw full (unreduced) pension benefits upon reaching normal retirement age (62). Non-active members are not eligible for early retirement or reduced benefits.

If you do not meet the age requirement for a full (unreduced) pension benefit, the amount that you will receive each month is determined by the following formula:

$$\text{FULL MONTHLY BENEFIT (UNREDUCED)} \times (1 - \text{REDUCTION FACTOR}) = \text{REDUCED MONTHLY BENEFIT}$$

CONTRIBUTING TO THE COSTS OF THE DIVISION B PLAN

This plan is non-contributory for employees. Employer contributions and plan investment income pay for the costs of this plan, and in retirement, your defined monthly benefit will be paid from a trust.

SOCIAL SECURITY COVERAGE

As a member of the Division B Plan, you are automatically covered for Social Security and Medicare. Social Security contributions are automatically deducted from your salary and matched by the City of Tampa. For many, Social Security is an important source of income in retirement. To qualify for benefits, you are required to have 40 credits, and most Americans qualify after working just 10 years. In retirement, the amount that you receive is based on the age that you begin receiving benefits from the Social Security Administration (SSA) and your lifetime earnings history.

Although Social Security coverage is a part of your overall benefit package, the General Employees' Retirement Fund has no control over your Social Security or Medicare benefit payments. If you need information on Social Security or Medicare benefits you should call or visit your local Social Security office. Their toll-free information number is 800-772-1213 and their website is www.ssa.gov.

TAXES

Because all employer contributions are made on a pre-tax basis, you will be subject to federal income taxes in retirement.

The General Employees' Retirement Fund requires that you submit a federal withholding form when you apply to retire, and in retirement, you will receive an end of year tax statement form 1099-R.

To learn more, speak with a trusted tax or financial advisor. You can also visit www.irs.gov or call IRS Telephone Assistance for Individuals at 1-800-829-1040.

BENEFIT PAYMENT TYPES

If you are unmarried at the time you retire from the City of Tampa, monthly benefit payments from the General Employees' Retirement Fund will stop when you die.

If you are married at the time you retire from the City of Tampa, monthly payments equal to 50% of your accrued pension benefit from the General Employees' Retirement Fund will continue after you die, provided you are still married to the same person and your spouse is still alive. You will be required to provide proof of age for your spouse when you submit your application to retire.

LIFE EVENTS FOR ACTIVE MEMBERS IN THE DIVISION B – DEFINED BENEFIT PLAN

Death

If you die while working for the City of Tampa and are vested, the following benefits shall be paid:

- Your named beneficiary shall receive in a lump sum, an amount equal to your annual salary at the time of death*; and
- If you are survived by a spouse, he or she will receive a monthly pension benefit equal to 50% of your accrued pension.

*To name a beneficiary, login to Oracle, click on CTPA Employee Self Service, Benefits Enrollment, Update Beneficiaries, Beneficiary Designations – GE Pension Plan B 1x Salary Death Benefit.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

OVERVIEW

The Deferred Retirement Option Program allows an eligible general employee in the Division A or B Plans to defer receipt of retirement benefits while continuing employment with the City of Tampa. You can elect to participate in the program for up to seven years and must terminate employment upon exiting the DROP. Upon your election to participate in the DROP, the amount of your continuous service and average monthly salary becomes frozen for purposes of determining your pension benefit. You are considered a retired member for all purposes related to the General Employees' Retirement Fund and will not accrue additional retirement benefits, except for cost-of-living adjustments (COLA), if applicable. The monthly retirement benefits you would have received if you had stopped working are credited monthly to your DROP account. Upon separation from City employment, you will receive your DROP account balance and will begin receiving your monthly pension benefit.

EFFECT ON OTHER EMPLOYEE BENEFITS

All employee benefits remain the same, except you will no longer be eligible to apply for disability retirement benefits. You remain eligible for promotions, pay increases and benefits, such as annual leave and sick leave. You are subject to all of the same laws and regulations regarding employment that you were subject to prior to entering the DROP. Group insurance benefits continue during your participation in the DROP at the same monthly premium as for any other active employee.

ELIGIBILITY

Division A participants may enroll at age 55 provided you are vested. Division B participants may also enroll as early as age 55 provided you are vested; however benefits will be reduced by 5% for each year you fall short of normal retirement age of 62.

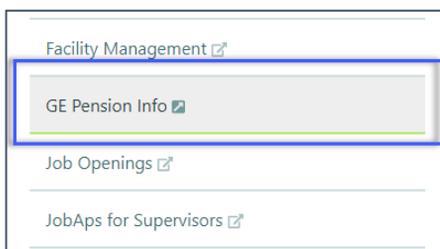
INVESTMENT OPTIONS

Upon entering the DROP you will be provided with two options for investing your accumulated DROP balance. Option #1 is the annual net rate of return for the pension trust fund. Option #2 is the low risk, variable rate.

After your initial election you will be provided with an opportunity to update your election annually each year in August, effective October 1st.

For more information on the GE Retirement Fund and the DROP program, locate the full GE Retirement Fund Member Handbook at <https://www.tampagov.net/general-employee-retirement-fund>

1 Locate the **GE Pension Info** link on the main page of the Intranet.



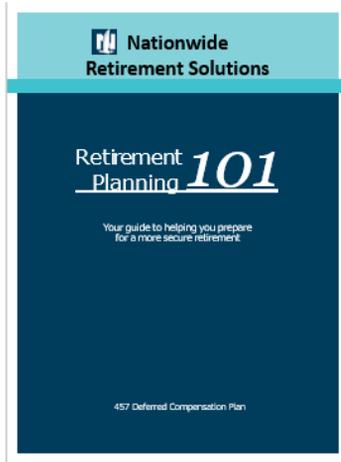
2 Click the **Member Handbook** link in the left-side menu.



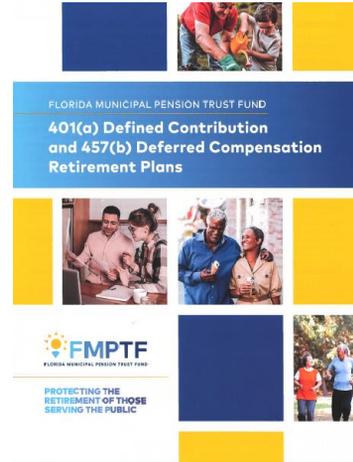
13. Deferred compensation

New Employee Orientation





NATIONWIDE RETIREMENT
 Steve Duganieri CRC
 631-767-2308
 dugans4@Nationwide.com



FLORIDA LEAGUE OF CITIES, INC.
www.FLCretirement.com
 1-(888) 945-7401
retirement@flcities.com



Where to Find the Full Brochure & Participation Agreement

Locate the Employee Benefits link on the intranet. Scroll down to **Retirement Benefits for Active Employees** to see the full brochure and the *Participation Agreement*.

Retirement Benefits for Active Employees Deferred Compensation

Florida League of Cities

- [Florida Municipal Pension Trust Fund](#)
- [Deferred Retirement Services Presentation](#)
- [Deferred Retirement Services Video](#)
- [Brochure and Application](#)
- [Schedule one-on-one appointment with Florida League of Cities Representative](#)

Nationwide

- [Investment Illustration](#)
- [Your Guide to Roth 457\(b\) Contributions](#)
- [Brochure and Application](#)
- [Nationwide Virtual Meeting Information](#)
- [Schedule one-on-one appointment with Nationwide Representative](#)





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