

# **JEA Appointed Staff Employment Plan**

**Effective: August 8, 2019**

**NOTE:**

***This document is for informational purposes only. In the event of unusual situations, actual plan documents, JEA Policies and Management Directives will prevail as interpreted by the Chief Human Resources Officer.***

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## 1. STATEMENT OF EMPLOYMENT POLICY

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It shall be the policy of JEA to implement an employment plan for appointed employees which ensures equal employment opportunity, and prohibits discrimination in employment due to race, color, religion, sex (including pregnancy), national origin, ancestry, age, disability, veteran status, or genetic information.

JEA will also provide all of its appointed employees fair compensation based on performance and the duties and responsibilities of their respective positions, and provide them with reasonable fringe benefits.

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## 2. PURPOSE

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This plan is applicable to all appointed employees of JEA who are exempt from the Civil Service System and who are appointed by, and serve at the pleasure of, the Managing Director/CEO.

The purpose of this plan is to provide a summary of compensation and benefit programs for appointed employees.

This plan and any subsequent amendments shall be consistent with JEA policy and JEA Board Directives, and shall be implemented within allocated financial resources.

*Detailed Management Directives and Procedures associated with selected topics are located on The Grid.*

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## 3. EMPLOYMENT

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Senior Leadership Team (SLT) positions are special purposes positions as contemplated by section 21.07(j) of the Charter of the City of Jacksonville. The employment relationship of each may be defined by the terms of an employment contract between the SLT member and JEA. Unless a contrary provision is negotiated as part of their employment contract, this JEA Appointed Staff Employment Plan shall govern.

All appointed employees must meet pre-employment screening requirements as determined by Human Resources and are subject to the provisions of JEA's substance abuse program.



Appointed employees serve at the pleasure of the CEO and may be separated from employment without cause without right to a civil service hearing. Separations for all appointed positions shall be at the discretion of the CEO.

1. Employment Dates

- A. Adjusted Employment Dates: An employment date shall be advanced by one (1) day each time an employee is absent without pay for one (1) day.
- B. Time Connections: The Director of Employee Services may authorize the connection of broken service (defined as, prior full-time employment, at least 30 hours per week, as an employee) in accordance with section 116.912 of the City Charter and per JEA MD HUMR – Adjusted Service Date, of appointed employees for the purposes of vacation or annual leave accrual; however, no retroactive payment may be made as the result of approved time connection. Employee Services shall make verification by utilizing the employee's master personnel file and/or any other appropriate documentation. Authorized leaves of absence, with or without pay, shall not be considered a break in service; however, it may adjust the date of employment.

2. Reassignments

- A. The CEO may reassign any appointed employee when, in his/her discretion, such reassignment is in the best interest of JEA. The CEO may also establish any salary to be paid in the case of reassignments commensurate with the duties and responsibilities of the role assigned.

3. Reversion

- A. Appointed employees who were appointed from regular civil service positions may opt to revert to their former civil service status as provided by the Charter of the City of Jacksonville. In such cases, the employee will be reverted to his/her previous civil service position or a comparable position (i.e. position having the same pay grade and similar requirements as the prior civil service position). Pay upon reversion shall be determined by the Director of Employee Services. However, such pay does not generally exceed the limits of the pay range established within the pertinent pay plan. The performance evaluation date, upon reversion, shall be one (1) year from the date the employee is reverted, unless otherwise assigned in the applicable bargaining unit agreement.

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## 4. COMPENSATION

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The Board of Directors has delegated the CEO unilateral authority to administer a market-based total compensation system (including reasonable employee benefits) that rewards appointed employees in accordance with pay-for-performance principles.



JEA employs a Total Compensation Philosophy for appointed employees designed to attract, retain, and reward highly specialized employees while ensuring internal equity and external competitiveness. Total compensation consists of both tangible and intangible components to include, but not limited to: base pay, variable performance pay, benefits, leave time, and training and development. The Chief Human Resources Officer (CHRO) approves the compensation strategy, subject to endorsement by the CEO.

The CEO has the authority to establish the salary of anyone in an appointed position within JEA. The salary shall, to the extent practicable, be within a wide range of reasonable discretion and commensurate with the employee's performance, qualifications, and level of responsibility. This authority is limited by funds available as set forth in the annual budget and overall business conditions, as determined by the CEO.

#### 1. Base Increases and Corporate Performance Payments

- A. Appointed employees' performance shall be measured through performance evaluations and regular interval assessments.
- B. Generally on an annual basis, and when funds are made available within a Board approved budget, Officers will be allocated a percentage of total appointed salaries to be distributed as base pay increases for their appointed employees. Appointed employee's movement through pay bands will be aligned with the compensation strategy. Base salaries will not be allowed to increase beyond the maximum of an assigned salary band. Employee Services will have day-to-day operational responsibility for administering base pay programs and for making recommendations to the CHRO for approval, subject to endorsement by the CEO.
- C. An appointed employee's base salary may be adjusted at any time at the discretion of the CHRO for internal and/or market based pay inequities, including increased job responsibilities.
- D. From time to time position-specific compensation programs or rewards and recognitions programs may be implemented to meet the changing business needs of JEA. The Corporate Performance Plan: in accordance with chapter 215 of Florida Statutes, a performance-based variable pay plan may incorporate corporate performance and/or individual performance when instituted. Once corporate objectives and associated metrics are defined in an approved plan, scorecards and financial ability determine if there will be a one-time performance pay amount for eligible appointed employees.

#### 2. Supplemental Employee Retirement Arrangement

- A. Appointed employees eligible for the JEA Supplemental Employee Retirement Plan (see Appendix), shall receive said benefit in accordance with its terms.

### 3. Business Expense, Cell Phone and Automobile Allowances

- A. The CEO is delegated the authority to establish the type and maximum amount of business expense allowances for appointed employees. The number of business expense allowances assigned throughout the appointed staff, or to any appointed employee, shall be at the discretion of the CEO. The allowances and those positions designated to receive such allowances shall be reviewed periodically and modified as appropriate to achieve operational efficiencies and to operate within annual budgetary constraints. Basic guidance on the taxability of business expense allowances shall be provided to any employee receiving an allowance, but each employee must rely upon his or her own advisors or representatives. Refer to the MDs/Procedures on The Grid for additional details.
- B. Any allowances received by an employee (Car, Mobile, Parking, and/or Business) will be discontinued if an employee is expending all annual leave hours continuously due to a pending retirement (i.e. "running out leave") or is on an Unpaid Leave (excluding continuous or intermittent Family Medical Leave – FML). The allowances will remain inactive for the duration the employee is on one of these forms of leave of absence until they return to active paid status. The employee's Chief or VP may request the continuance of allowances if there is business justification for doing so.

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## 5. EMPLOYEE BENEFITS

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### 1. Insurance Coverage and other Benefits

- A. JEA offers appointed employees a competitive and comprehensive benefit package. Some of these benefits may also apply to qualified dependents. At designated times of the year employees will be required to make decisions regarding specific plan coverage. Information regarding the options available and costs that may be associated with various plan options will be communicated prior to and throughout the annual enrollment period. Tools that will be utilized to assist employees in their selections include: web sites, tutorials, internal informational sessions, and Benefits contact information. The Grid will contain the most current information and links to appropriate web sites or tutorials.

### 2. Changes in Leave Scheduling

- A. JEA shall have the unilateral right to alter vacation leave schedules for appointed employees in order to respond to JEA business needs and emergencies that



might occur. In such cases, the employee will be reimbursed for any direct expense incurred due to cancellation of reservations, penalties, travel, etc., provided action is taken by the employee to minimize the forfeited cost, and provided further that satisfactory documentation of the employee's payment of forfeited costs is furnished to JEA.

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## 6. WORK SCHEDULE

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1. Appointed employees are expected to work the hours required to accomplish assigned responsibilities and attain targeted performance goals.
2. Appointed employees are paid on a bi-weekly basis. The employee's time record should reflect the standard work week, unless leave time is claimed. As a salaried employee, if an employee is at work any part of a day, then the employee is paid for the entire day. However, all appointed employees are expected to work a minimum of 80 hours per pay period, if leave time is not claimed.
3. JEA supports acceptable variations in appointed employee work hour scheduling that optimizes the effectiveness and efficiency of business operations and reflects JEA core values. The respective SLT member shall review and approve or reject flexible work hour requests of appointed employees in their organization (work group).
4. Appointed employees are expected to work a normal work schedule each week (usually 40 hours). Deviations from established schedules should be approved in advance by the employee's next level manager. A weekly work schedule of four 10-hour days may be approved in advance by their respective SLT member. In addition, some appointed employees may be required to work 10- or 12-hour normal work schedules and/or rotating shift schedules.

*Refer to The Grid> MD/Procedures > HUMR Appointed - Time & Attendance.*

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## 7. OVERTIME AND COMPENSATORY TIME

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1. There are both non-exempt and exempt appointed employees covered by this employment plan. Non-exempt employees receive overtime compensation in accordance with the Fair Labor Standards Act (FLSA); exempt employees, who are not covered by the FLSA overtime provisions, do not receive overtime pay.
2. Compensatory time (comp time) is time granted for extraordinary service in excess of the normal work week that has been approved for accrual and is used in the same manner as accrued annual leave. Comp time will be granted provided:
  - A. There is director approval



- B. An appointed employee is required to work on a recognized holiday
  - C. An appointed employee worked over 90 hours in a pay period in conjunction with an extraordinary system event/emergency, i.e. a planned electric generation maintenance outage or start-up of the system, and a hurricane or hurricane threat.
3. An exempt appointed employee may accrue compensatory leave up to a maximum of 240 hours at any given time during the fiscal year. Once the maximum accrual has been reached, the employee must do one of the following: elect to have hours paid out in the form of cash or roll the hours into their 457 account. To be eligible to roll the hours into a 457 account the employee must be within 6-8 weeks of retirement.

*Refer to The Grid> MD/Procedures > HUMR Appointed - Time & Attendance.*

4. Accrued comp time will be paid out by February for the prior calendar year. For example, if an appointed employee works 130 hours during a pay period involving emergency hurricane restoration activities, the employee may claim and have approved 40 hours of comp time. If the employee does not use any of the 40 hours by the end of the calendar year, the 40 hours will be paid to the employee by February of the following calendar year.
5. If a non-exempt or civil service employee with a comp time balance moves to an appointed exempt position, all comp time hours will be paid out at the non-exempt or civil service rate of pay within two (2) pay periods following transfer to an exempt status. These monies are considered taxable income and cannot be deferred. Temporary assignments or upgrade into appointed positions, lasting in excess of 3 months, will be reviewed on an individual basis by the Director of Employee Services.
6. Non-exempt appointed employees who are designated as Essential Employees shall be compensated at the premium rate of two (2) times the rate of their regular pay for all time actually worked on Storm Assignment. In addition, these employees will be paid straight time hourly pay for the time that they would have been on administrative leave with pay if they had been designated a Non-essential Employee (i.e., any normally scheduled hours). The maximum amount payable under this provision is forty (40) hours per work week, and it only includes periods during which JEA has any Non-Essential Employees relieved of duty, not when all Non-Essential Employees are performing "Blue Skies Assignments"

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## 8. HOLIDAYS

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Appointed employees shall be entitled to 12 holidays with pay each year, provided they are on active status when the holiday occurs:

New Year's Day .....	January 1
Martin Luther King Jr.'s Birthday.....	Third Monday in January
President's Day .....	Third Monday in February
Memorial Day .....	Last Monday in May
Independence Day .....	July 4
Labor Day .....	First Monday in September
Veteran's Day .....	as designated
Thanksgiving Day .....	Last Thursday in November
Day after Thanksgiving .....	Last Friday in November
Christmas Eve .....	December 24
Christmas Day .....	December 25
Personal Leave Day .....	Date approved by Management

Special situations:

- When a holiday falls on a normal day off, the workday closest to the holiday shall be considered the holiday.
- When a holiday falls on Sunday, the Monday following shall be observed as the holiday.
- When a holiday falls on Saturday, the Friday prior thereto shall be considered the holiday.
- If either Christmas Eve or Christmas Day falls on a Saturday or Sunday, the provisions of the City of Jacksonville Ordinance Code shall apply to appointed employees working a four day, 10 hours per day workweek.
- When an employee's schedule requires them to work on a day observed as a holiday, the employee may be granted another day off to be established by the employee's manager.

The personal leave day may be taken during any pay period within the fiscal year during which it accrues and shall be scheduled with the approval of the appropriate manager but must be taken during that fiscal year or it will be lost.

An appointed employee who is on a leave of absence without pay on the day a holiday is observed shall not accrue or be paid for such holiday.

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## 9. ANNUAL LEAVE INFORMATION (PLAN E & PLAN H)

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An employee who transfers into the JEA Appointed Staff Employment Plan will be placed into the appropriate Annual Leave Plan, based on their JEA date of hire (DOH) or adjusted service date. If the DOH has been adjusted or time connected, the revised DOH date will determine the appropriate Annual Leave Plan at the time of the transfer.



1. Sellback of Annual Leave Accrual

- A. An employee must have a minimum annual leave balance of eighty (80) hours in order to voluntarily sell back leave. Only those hours in excess of 80 may be 'sold back.' If an employee wishes to sellback annual leave, they must:
- a. make the decision prior to the last Friday in the last pay period in September;
  - b. decide the number of leave hours which they will earn in the following fiscal year that they wish to sellback, and;
  - c. complete the sellback form and deliver it to the payroll department prior to the last Friday in the last pay period in September.

*Example:* John Doe decides to sell back 100hrs in September 2019. John accrues the eligible leave to be sold back during the FY 19/20 and would expect to receive payment (for the election made on September 2019) in November 2020.

2. Due to IRS Code 1.451-2(a) regarding constructive receipt, you cannot receive payment for hours accrued in prior years. Sellback hours pertain only to the hours you will earn in the following fiscal year that you want to sell back.
3. The funds will be paid on an hour-for-hour basis at the rate of pay in effect when paid. Payment will occur in the second full pay period in November. Specific dates will be determined and communicated before the end of each fiscal year.

**Note: The election of sellback is irrevocable, an employee cannot withdraw it once they submit the Sellback Form to Payroll.**

4. Rollback of Excess Leave

- A. Each leave plan (E or H) has a maximum leave balance employees may carry; this is determined by the employee's DOH or adjusted service date. Any leave credit above this designated maximum balance allowed for in the plan will be paid to the employee within 60 days after the end of the previous fiscal year. For this section, the employee's balance at the end of the fiscal year will be used to determine excess leave. The hours will be paid at the rate in effect when paid. An employee may be eligible to defer excess leave provided they meet the requirements in section.

5. Transfer of Accumulated Leave to Deferred Compensation

- A. Upon retirement, the employee may defer accumulated leave during the month of retirement and prior to their retirement (termination) date. The deferral request must be received in the month prior to retirement and is irrevocable. Leave will



be transferred prior to retirement. Request for deferral will not be accepted if received during the month of retirement or after the employee's retirement date.

6. Miscellaneous

- A. If a newly appointed employee exceeds the allowable number of leave hours for the leave plan to which they are assigned, as determined by their DOH, the excess hours will be paid out within two (2) pay periods (after the employee assumes the appointed position) at the old pay rate.
- B. If an employee exercises reversion right under section 3, Employment (3), they will be placed in the JEA Annual Leave/Vacation/Sick Plan they formerly participated in immediately prior to joining this JEA Appointed Staff Employment Plan.
- C. Upon retirement (including vesting under any applicable pension law), or termination of employment (except for dismissal for cause, misconduct, etc.) appointed employees shall receive a lump sum payment for 100% of accrued but unused annual leave credits.
- D. The Director of Employee Services will determine and identify the appropriate Annual Leave Plan in unusual situations.

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## 10. LEAVE PLAN E

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- 1. Eligibility Criteria – Plan E shall apply to all appointed employees covered by this Appointed Pay Plan who meet the following three (3) criteria:
  - A. Those employees hired on or after October 1, 1968, *and* before October 1, 1989 and;
  - B. Those employees hired prior to October 1, 1968 *and* who did not elect prior April 1, 1969, to remain subject to former policies of the City of Jacksonville and County of Duval prior to Consolidation and;
  - C. Employed prior to October 1, 1968 who elected to become subject to these provisions.
- 2. Earning and Accruing Annual Leave Credits - All full-time appointed employees shall earn annual leave credits, or hours, in accordance with the following schedule:

Continuous Years of Service	Annual Accrual Rate
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**JEA Appointed Staff Employment Plan**

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0 through 4 <sup>th</sup> year	160 hrs
5 <sup>th</sup> through 9 <sup>th</sup> year	184 hrs
10 <sup>th</sup> through 14 <sup>th</sup> year	208 hrs
15 <sup>th</sup> through 19 <sup>th</sup> year	232 hrs
20 <sup>th</sup> through 24 <sup>th</sup> year	256 hrs
25 <sup>th</sup> year until separation	280 hrs

3. Annual leave shall be earned during the first year of employment; it will accrue biweekly and be credited to the employee at the rate stated above. This credit occurs on the last day of the pay period for all hours actually worked, or hours earned while on an approved leave with pay. The accrual rate will be reduced, on a prorated basis, for hours on leave without pay recorded during a pay period.
4. The rate of accrual shall change to the higher rate on the anniversary date of hire or adjusted service date.
5. For appointed employees being paid less than 80 hours in the biweekly pay period, the biweekly accrual will be calculated by multiplying the hourly accrual rate times the number of hours for which the employee is being paid.
6. The maximum annual leave credits that may be maintained in the plan balance shall be 840 hours.
7. Appointed employees hired prior to November 30, 1978 may also have an accrued leave balance in a retirement leave account. This balance is available to cover an employee's time off. If there is an existing balance in the retirement leave account, when the employee retires, the hours may be used as outlined in below.
8. Use of Annual Leave Credits - Annual leave credits may be used for any purpose, when authorized by the appropriate manager.
  - A. Use of annual leave shall be arranged so as to be mutually convenient to both the appointed employee and JEA, the appointing authority.
  - B. The minimum amount of annual leave that can be taken and charged is ½ hour for non-exempt employees and 8 hours for exempt employees.
  - C. When a holiday, as defined by Section 8, falls within an approved leave period for an appointed employee, no leave credits will be charged to such employee for that holiday.

- D. Appointed employees are encouraged to retain 10 days in their leave account in the event of serious illness or other emergency.

9. Retirement Leave Account

- A. Criteria - This section shall apply to those appointed employees who:

- a. have a Date of Hire on or prior to November 29, 1978 and;
- b. are in Annual Leave Plan E and;
- c. have an existing Retirement Leave Account.

No-additional leave credits may be added to the Retirement Leave Account.

- B. Use of Retirement Leave Credits – If an appointed employee has unused Retirement Leave Credits and requests time off for critical illness, then retirement leave credits may be used.

- a. For the purpose of this section, retirement shall mean retirement pursuant to:
  - a. Full-time service requirements or;
  - b. Early retirement pursuant to provisions for same in the pension funds of the City or its former government.
  - c. Social Security for appointed employees covered solely by Social Security, provided such employee has 10 years of service with JEA.
  - d. Retirement of officers or employees of the City who are covered by the Florida Retirement System.
- b. If an appointed employee elects to be placed on retirement leave, such status is considered as irrevocable.
- c. Retirement leave credits may be used by appointed employees in conjunction with scheduled retirement, unless he/she elects to receive payment for retirement leave credits, as provided below. Such leave credits may be used to fulfill time service requirements or, if time service requirements have been fulfilled, to increase retirement benefits.
- d. Appointed employees on retirement leave shall be maintained on the regular payroll, thereby ensuring such employees the opportunity to continue their payroll contributions and insurance deductions.



- e. Appointed employees on retirement leave shall not accrue annual leave credits. They shall be eligible for legal holidays, but shall not be eligible for general increases or performance/merit increases.
- C. Payment (Lump Sum) for Retirement Leave Credits - Appointed employees will be paid for all remaining retirement leave credits in a lump-sum payment at the time of separation for retirement.
- a. Appointed employees who terminate prior to becoming eligible for retirement shall be paid any accrued retirement leave credits in a lump-sum payment at the time of termination.

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## 11. LEAVE PLAN H

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1. Eligibility Criteria – Plan H shall apply to all appointed employees covered by this Appointed Pay Plan who meet both of the following criteria:
  - A. Those employees hired on or after October 1, 1989 and;
  - B. Appointed employees formerly in Vacation and Sick Leave Plan F, who had their accrued vacation days and accrued sick leave converted to the annual leave account (Plan H) on a day for day basis.
2. Earning, Accruing & Using Annual Leave Credits - Appointed employees shall accrue annual leave credits for hours worked in accordance with the following schedule:

<b>Continuous Years of Service</b>	<b>Annual Accrual Rate</b>
0 through 4 <sup>th</sup> year	160 hrs
5 <sup>th</sup> through 9 <sup>th</sup> year	184 hrs
10 <sup>th</sup> through 14 <sup>th</sup> year	208 hrs
15 <sup>th</sup> through 19 <sup>th</sup> year	232 hrs
20 <sup>th</sup> through 24 <sup>th</sup> year	256 hrs
25 <sup>th</sup> year until separation	280 hrs

3. Annual leave shall be earned during the first year of employment; it will accrue biweekly and be credited to the employee at the rate stated above. This credit

occurs on the last day of the pay period for all hours actually worked, or hours earned while on an approved leave with pay. The accrual rate will be reduced, on a prorated basis, for hours on leave without pay recorded during a pay period.

4. The rate of accrual shall change to the higher rate on the anniversary date of hire or adjusted service date.
5. For appointed employees being paid less than 80 hours in the biweekly pay period, the biweekly accrual will be calculated by multiplying the hourly accrual rate times the number of hours for which the employee is being paid.
6. The maximum annual leave credits (hours) that may be accrued shall be 600 hours.
7. Use of Annual Leave Credits - Annual leave credits may be used for any purpose, when authorized by the appropriate manager.
  - A. Use of annual leave shall be arranged so as to be mutually convenient to both the appointed employee and JEA, the appointing authority.
  - B. The minimum amount of annual leave that can be taken and charged is ½ hour for non-exempt employees and 8 hours for exempt employees.
  - C. When a holiday, as defined by Section 8, falls within an approved leave period for an appointed employee, no leave credits will be charged to such employee for that holiday.
  - D. Appointed employees are encouraged to retain 10 days in their leave account in the event of serious illness or other emergency.

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## 12. ANNUAL LEAVE DONATIONS

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1. Appointed employees may donate annual, personal and retirement leave (but not sick leave or compensatory time) to JEA approved charitable organizations.
2. Appointed employees may donate their annual leave (but not compensatory time) to any regular, full-time JEA employee who is on an extended leave of absence for critical illness or injury. Donated leave may not be used for an ordinary illness, only those considered a serious health condition. The employee requesting the extended medical leave of absence must meet the following criteria for eligibility:
  - A. Employee must be on a medically certified leave of absence for themselves.
  - B. Employee must exhaust all paid annual leave, safety hours, and compensatory time prior to the end of the certified absence period.

- C. Employee must have a medical certification from their doctor for their leave.
  - D. Employee must obtain their manager's approval in writing by completing and submitting the Leave Donation Request Form.
  - E. This program is reserved for active employees on certified, continuous FML or medical leave of absence of ten (10) days or more.
- 3. Benefit Services shall determine the employee's eligibility to receive leave donations in accordance with the provisions of this Section.
  - 4. If the critically ill or injured employee is physically or mentally unable to personally communicate, the statement of need and supporting physician documents may be submitted on behalf of the employee by:
    - A. an adult member of the employee's immediate family or;
    - B. a person who has been designated a health care surrogate for the employee under Part II of Chapter 765, Florida Statutes or;
    - C. the employee's judicially appointed guardian.
  - 5. If employee is enrolled in a JEA sponsored short-term disability plan, donated leave cannot be applied in excess of 16 hours per week or 32 hours per pay period; employee cannot be paid more than 40 hours per week/80 hours per pay period.
  - 6. The employee receiving the donated leave may receive only enough donated leave to cover the documented period of absence up to a maximum of 2,080 hours. Upon returning to work, he/she shall not have a positive leave balance as a result of receiving any leave donations.
    - A. The Director of Employee Services shall provide final approval regarding the employee's eligibility to receive leave donations in accordance with the provisions of this section and must approve all requests.
  - 7. The dollar value of donations of leave under this section shall be determined by multiplying the number of hours donated by the hourly rate of the employee donating the leave.
    - A. The employee donating the leave must complete the appropriate form and submit it to JEA Benefit Services.

*For additional details, refer to The Grid> MD/Procedures> HUMR Leave Donation Procedures.*



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## 13. DEATH BENEFITS PAYMENT

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1. In the event of an appointed employee's death, payment shall be made for:
  - A. All accrued regular hours not yet paid and;
  - B. All unused leave credits (hours) and;
  - C. Two (2) month's salary immediately and;
  - D. Any other benefits an appointed employee is eligible for under applicable provisions of the law.
2. Upon the death of an employee, payment for all accrued annual, retirement, personal, and sick leave as well as any other terminal leave benefits to which such employee would have been entitled to receive, shall be made as follows:
  - A. The benefits will be paid as set forth in the employee's will;
  - B. If the employee has no will, or has not provided for distribution of these benefits in his/her will, then the benefits will be paid to the surviving spouse;
  - C. In the event the employee leaves no surviving spouse, the benefits will be paid to the employee's children in equal shares, payable as follows:
    - D. To each of the employee's children over the age of 18 who are known to JEA.
    - E. To the legal guardian or representative of each of the employee's children under the age of 18 known to JEA.
    - F. If the employee has no children known to JEA, then the benefits will be paid to the surviving parent(s) of the employee, in equal shares.
    - G. If the employee has no surviving parents known to JEA, then the benefits will be paid to the employee's estate.
3. Upon the death of an employee while on the job, JEA will make an immediate additional payment of two (2) month's salary. For purposes of this section, one (1) month's salary shall be calculated by  $1/12$  times 2,080 times the employee's hourly rate of pay at the time of death ( $1/12 \times 2,080 \times$  current base hourly rate).

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## 14. ABSENCE WITHOUT PAY

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When an employee requires a leave of absence from work and does not meet the criteria for any existing leave program, the employee may request to take Absence without Pay.

1. All requests must be preauthorized by the employee's manager with a Director's approval. Depending upon the length of time requested the employee may be required to obtain additional approvals (See chart below). The maximum length of time an employee may request will not exceed 12 consecutive months.

Length of Time	Authorized Manager	Director	SLT	CHRO or CEO
Up to 20 consecutive work days	X	X	-	-
Excess of 20 - 60 consecutive work days	X	X	X	-
Excess of 60 - 12 months (maximum)	X	X	X	X

2. Requests in excess of 60 consecutive workdays must be accompanied by a compelling business case. The advocating Senior Leader must reserve an allocated position for the return of the employee. The CHRO/CEO will evaluate the following when reviewing any requests for extended absence without pay:

- A. Extenuating circumstances surrounding request
- B. Business impacts of extended absence
- C. Business benefits resulting, if approved

**Note:** If the employee making such a request is from Human Resources, the CEO will serve as the final reviewer of the request

3. When an appointed employee is granted a leave of absence without pay the JEA benefits will discontinue for the duration of the leave (e.g. leave accrual, paid holidays, retirement, etc.) However, JEA may at its discretion, continue to pay the life insurance and medical insurance normally paid by JEA, which includes JEA's portion of the dependent medical insurance premium. The employee is responsible for payment of the optional life insurance premium and the employee's portion of the dependent medical insurance premium.

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## 15. JURY DUTY

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1. An appointed employee, while serving on jury duty, will be paid for all hours required for such duty not to exceed the number of hours in the employee's workday; however, if the jury duty does not require absence for the entire workday, the



appointed employee shall return to duty immediately upon release by the court. If the appointed employee's court attendance does not coincide with the employee's regular schedule, the employee's work schedule may be changed; or the employee shall be granted jury duty leave based on the total hours served on jury duty, not to exceed the number of hours in the employee's workday. The appointed employee shall retain any jury fees.

2. Appointed employees subpoenaed as a witness in a court or administrative hearing, not involving personal litigation or service as a paid expert witness, shall be granted witness duty leave with pay for all time necessary for such appearance, and any witness fees shall be retained by the appointed employee. JEA shall not reimburse appointed employees for meals, lodging, and/or travel expenses incurred while serving as a witness.
3. Appointed employees subpoenaed in the line of duty to represent JEA or the City as a witness or defendant shall not be granted jury duty leave, and appearance in such cases shall be considered a part of his/her job assignment. Appointed employees shall be paid per diem and travel expenses and shall be required to turn over to JEA any fees received.
4. In no case shall witness duty leave with pay be granted for court attendance when appointed employees are engaged in personal litigation or service as a paid expert witness; however, appointed employees may be granted annual/personal or vacation leave in such cases with the approval of their appropriate manager.

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## 16. BEREAVEMENT/FUNERAL LEAVE

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1. Upon the death of a member of the employee's immediate family, an employee may be granted bereavement leave up to five (5) work days without loss of pay, to be taken within the next 14 calendar days.
  - A. Immediate family, for the purposes of this section, is defined as the employee's spouse, children, mother, father, mother-in-law, father-in-law, step-children and step-parents, of the employee; and legally appointed guardian.
2. Upon the death of a member of the employee's family, an employee may be granted bereavement leave up to three (3) work days off without loss of pay, to be taken within the next 14 calendar days, as bereavement leave.
  - A. Family, for the purposes of this section, is defined as the employee's brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters (with whom the employee lived), brothers-in-law, sisters-in-law, son-in-law, daughter-in-law, grandchildren and grandparents.



3. Upon the death of a member of the employee's extended family, an employee may be granted one (1) work day off without loss of pay, within the next 14 calendar days as bereavement leave, but will be required to attend the funeral.
  - A. Extended Family, for the purposes of this section, is defined as aunts, uncles, nieces, nephews, of the employee; spouse's grandparents and other relatives who permanently reside with the employee.
4. For special memorials or family gatherings that fall outside the 14 day calendar period, all or a portion of the assigned bereavement leave may be deferred. Such request(s) will be submitted, in writing, to the employee's manager and approved by the Director Employee Services. JEA will not unreasonably deny a request for bereavement leave, however JEA may require the employee to supply proof of the death and proof of the employee's relationship to the deceased before payment for bereavement leave is made.
5. If the employee requires additional time to attend to matters related to the death of a member of the employee's immediate family, JEA may permit the employee to use a reasonable period of annual leave time.

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## 17. MILITARY LEAVE

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JEA will comply with all Federal, State and local requirements.

Upon receipt of orders, notify your manager and contact Benefit Services at 904-665-5300.

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## 18. WORKERS COMPENSATION

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Any appointed employee, who is temporarily, totally disabled as a result of an injury received in the course of his/her employment with JEA, shall be entitled to compensation as provided by the Workers' Compensation Laws of the State of Florida.

1. If an appointed employee, due to a job-related disability, is temporarily partially disabled from performing the duties of the employee's position, the employee may be temporarily reassigned without reduction of pay to other suitable and available duties commensurate with his/her impairment.
2. If an appointed employee is off the payroll and not receiving JEA compensation due to an on-the-job injury, JEA will continue to pay the life insurance and medical insurance premiums normally paid by JEA for the employee which includes JEA's portion of the dependent medical insurance premium. The appointed employee is responsible for payment of the optional life insurance premium and his/her portion of the dependent medical. The employee may elect to contribute to the pension fund

those amounts equal to his/her pension contribution prior to the on-the-job injury. The employee is responsible for payment of any other optional or voluntary benefit programs for which she/he is enrolled.

3. When an appointed employee sustains an on-the-job injury or illness which results in temporary total disability, JEA may compensate the employee with a supplemental payment computed to be 75% of regular, straight-time salary, less the indemnity payment amount authorized by Workers' Compensation Laws for an initial period of 20 working days. Payments shall commence after seven (7) calendar days of temporary total disability. If the member receives partial salary or wage payments, the employee shall contribute an amount equal to his/her contribution that otherwise would have been paid to the pension fund, and such amounts shall be deducted from partial salary or wage payments. The employee shall continue to receive full retirement credit for the period for which supplemental payments are received.
4. Upon the expiration of the initial 20-day supplemental payment period, further supplemental payments may be authorized by the CEO or his designee. Further extensions will be given in 20 work day increments, if so authorized.
5. When an appointed employee receives no supplemental salary or wage payments for the period of time he/she receives Workers' Compensation payments due to an on-the-job injury for illness, JEA will continue to pay the life insurance and medical insurance premiums normally paid by JEA, which includes JEA's portion of the employee dependent medical insurance premium. The employee is responsible for the optional life insurance premium and his/her portion of the dependent medical insurance premium. The employee may elect to contribute to the pension fund amounts equal to the employee's pension contribution that otherwise would have been paid to the pension fund prior to the on-the-job injury, in order to continue to receive full retirement credit for the period during which only Workers' Compensation payments are received. The employee is responsible for payment of any other optional or voluntary benefit programs for which he/she is enrolled.

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## 19. EMERGENCY NOTIFICATION

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All appointed employees shall keep their manager and Human Resources informed of their home and/or living quarters address and a telephone number by which they and/or their next of kin may be reached in the event of a medical or other emergency. This information must be submitted through self-serve Oracle entry or otherwise in writing and must be kept current at all times. This information shall be used only for official business to the extent permitted by Florida law.

All appointed employees shall furnish a telephone number by which he/she may be reached immediately in the event of a system emergency.



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## 20. COMMUNITY SERVICE

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Working as a partner with the community, JEA provides significant and increasing value to the communities we serve. Appointed employees are encouraged to be active in community service activities, including local non-profit organizations, and may use limited JEA resources, subject to approval by the employee's manager, to support them in their community service.

Employees may be eligible to earn compensatory time, refer to The Grid for additional guidance.

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## APPENDIX

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The Supplemental Employee Retirement Plan (SERP) see Sec. 3.2.A, is established to pay the difference that occurs between the unreduced benefit earned under the General Employees Pension Plan (GEPP) and the limitation imposed by section 415 and 401(a)(17) of the Internal Revenue Code. This arrangement applies to all JEA employees who retire after August 20, 1997.

Under this arrangement, JEA will pay the difference between the unreduced benefit available under the GEPP and the benefit payable under the GEPP after the limitation imposed by section 415 of the Internal Revenue Code. If the employee dies, the surviving spousal benefits are also subject to reduction under section 415. The surviving spouse will be eligible to receive a supplemental payment under this arrangement. The surviving spousal benefit would be the difference between the unreduced spousal benefit under the GEPP and the benefit payable under the GEPP after the imposed limitation.

Any payment made under this arrangement will be made at the same time as the benefit would have been paid from the GEPP, had the benefit not been reduced by the imposed limitations. JEA shall administer and pay all benefits and administrative costs required under this arrangement.

For more information, please contact the Director of Employee Services.