



## ADDENDUM 1

March 19, 2020

ITN HR 31-20

### **Human Resources Information System for the Okaloosa County Board of County Commissioners**

This addendum is to provide answers to questions asked from potential vendors.

1. With questions being asked until March 17<sup>th</sup> and responses released after that date, we respectfully request a 2 week extension to the ITN due date, to be moved to April 14<sup>th</sup>. **No extension will be provided at this time, bids are due March 31, 2020 at 3:00 P.M. CST.**
2. Has Okaloosa County seen Human Resource software presentations during the last year? If yes, what software solutions? **Yes presentations have been viewed to gain insight as to potential offerings available in solutions. Presentations were made by Workday, NeoGov, TimeClock Plus, Paycor, CivicPlus, and Paylocity**
3. If a vendor is unable to sign the Indemnification form as provided by the County, can the vendor take exception to the form in the ITN response and still be compliant? Can the vendor provide alternative Indemnification language for the County? **The indemnification clause has been drafted by the County legal team. The preference is to have any service provider to execute the agreement as written, but alternative language may be submitted for consideration subject to County attorney review and approval.**
4. If Payroll is included in the project scope, what is the Board & Clerk's vision for how it would integrate with eFinance Plus? Would personnel from the Clerk's office login, administer, and process payroll for the Board using our solution as the payroll system for the Board, separate from the Clerk's eFinance Plus Payroll module? In that case, would we simply post payroll results to the Clerk's General Ledger in eFinance Plus? Alternatively, is it expected that our Payroll system would send a payroll file to the eFinance Plus Payroll module for execution? **The solution at this point would not be of**

use to the Clerk's Office unless they deem to pursue it later. The system would be managed and manipulated by County staff, with interface designed to communication information from the County system to the Clerk's system.

5. If Payroll is not included in our scope, would the expectation be for the personnel records in the Clerk's eFinance Plus system to be updated with additions/changes/deletions from our personnel administration system. If so, does eFinance Plus have a utility, application program interface, or other mechanism to accept a file with such changes to electronically update those records? **The Clerk's office would not manage the personnel (employee) records outside of processing entries and issuing payment for payroll. This would be executed via interface build in coordination of County IT staff, the HRIS provider staff, and Clerk's system staff.**
6. Do you know if Okaloosa County would be looking to potentially incorporate a time and attendance system only or is a full HRIS required to participate directly on this ITN? **The intent is to procure and implement a total solution which will include a time keeping and time tracking component.**
7. Will you allow off-shore resources, who are employees of our company, to work on this project? **The preference would be to have US based support for the system acquired, with the County having access and assistance available during normal working hours (8-5 Monday-Friday Central US Time). Off-shore resources does not exclude a vendor from consideration but is not the preference.**
8. Are you open to using a third party vendor like Known2U to manage the integrations to benefit carriers? **If a third party vendor is required, they should be the same level IT security as the host system. Additionally, responses should be reflective of the third party requirement as well as estimated costs for system supplement.**
9. Do you currently utilize time clocks at locations where individuals may not be familiar with or have access to a computer? **Many of our areas are currently utilizing paper time sheets. The desire would be to secure a solution offering different methods of time tracking capabilities (web-based, call in number, cell phone app, etc**
10. As part of this implementation are you open to purchasing new time clocks or replacing the current clocks is applicable? **If time clocks are required in order to utilize your solution, then the costs and requirement should be disclosed in your response. There is no desire to be required to buy any additional items outside of a true HRIS suite of modules. If a total suite is not available, we will entertain alternative solutions.**
11. What has been your prior experience with large system implementations?  
Have they been successful? If not, what have been the biggest challenges? **NA**
12. Are you a consensus driven organization? Are all of your stakeholders on the same page?  
**NA**

13. Have you defined your overall vision, guiding principles and goals for this project and are leaders aligned in this vision? **NA**
14. Do you have strong governance practices in place? Have you considered how this may be different for a SaaS implementation? **NA**
15. Is your service delivery model supporting other cloud or SaaS platforms? Have you had time to consider the changes needed to support Workday post go live? **NA**
16. What internal change management, communications, or training capabilities/resources do you have or expect to have for this project? **NA**
17. Do you have an internal training team that would be leveraged for a Train-the-Trainer approach? **Yes**
18. Will development of training materials (job aids, Captivate training videos, PPTs, etc.) be created internally or by your partner? **NA**
19. What are some past projects you've executed and how did they go? What were your pain points? **NA**
20. Have you conducted any stakeholder or readiness assessments related to this initiative? If so, what were the results? **NA**
21. Have you used a Change Champion Network successfully in past initiatives? **NA**
22. What are the big changes/outcomes you expect from your Workday implementation? How will the day-to-day experience of employees, managers, and HR change as a result of your implementation? **NA**
23. Briefly describe your organization's culture and estimated level of resistance to change/adoption of technology. **NA**
24. Please describe your onboarding process, including any documents that require signature/acknowledgement during the process. **The On-boarding process currently consists of NEOGOV applicant tracking, and then is largely paper intensive.**
25. In addition to Hourly and Salary, please list and describe all types of compensation plans required for the Workday deployment (allowance plans, one-time/ad hoc payments, merit, bonus, etc.). **One time Lump Sum Performance Award Employees at the maximum of their salary ranges and deserving of performance awards will be awarded a lump sum equivalent to fifty percent (50%) of the annual increase the employee would have received had he/she not been at the maximum of the salary range. Optional Yearly Sick Leave Payout**

There will be an optional pay out of unused sick leave in November of each year based on use of leave in the previous fiscal year (October through September) and in accordance with the following schedule:

- 1) Employees who have a balance of at least 200 hours of sick leave may choose to be paid for unused sick leave indexed to the amount of sick leave used as follows:

Sick Leave Hours Used Employee	Maximum Unused Hours Paid at Option of
0-12	24 hours
13-24	16 hours
25-40	8 hours
41+	not eligible for optional pay out

26. How many unique job profiles (job codes) do you currently have? **421**
27. Please list and describe your pay grades (levels, ranges). There are three (3) salary schedules, see attached. (Regular, Emergency Medical Services (EMS and Correctional)
28. Please provide a list of all benefit plans and benefit vendors/carriers (healthcare, retirement, insurance, and additional benefits plans such as legal or pet insurance). Please indicate any plans that are specific to groups of grandfathered workers (if applicable), and include any benefit credits (e.g., wellness credits, etc.) that may exist.  
Please see attached “Summary of Benefits and “OCBOCC FY Checklist”
29. When is your next Open Enrollment process? Open enrollment typically starts in August and closes September 1. The county may have an early enrollment period this year based on closure of current RFP for health and dental insurance.
30. Please provide a list of your time off and leave plans, including all accruing and non-accruing plans. Sick leave including Family Medical Leave, Annual Leave including designated Family Medical Leave, Floating Holiday Leave, Holiday Leave, Bereavement Leave, Civil Leave, Dependent Sick Leave, State of Emergency Leave, Military Leave, Mentor Leave, Recognition Leave and Administrative Leave.
31. Please provide a list of the codes you use to track time worked by employees.

- 001 Regular Pay
- 007 Overtime Pay (Unscheduled)
- 008 Scheduled Overtime Pay - Emergency Services
- 009 Other Salaries/Wages (Relief/Temporary Employees)
- 010 Part Time Salaries/Wages (Part Time Employees)
- 029 Holiday Worked Overtime Pay – After 40 Hours

030      Holiday Worked Overtime Pay – 1st 40 Hours  
039      Temporary - Lifeguards  
045      Special Team Pay  
052      Shift Differential            (.25)  
054      Shift Differential            (.50)  
084      Department Director State of Emergency Pay  
085      Pre-State of Emergency Worked - 1.5x  
109      Administrative Leave With Pay  
113      Comp Time Worked  
114      Comp Time Worked Law Enforcement  
118      State of Emergency Worked - 2x

32. Is time worked entered/tracked by hourly employees only, or by salaried employees as well? Please describe your requirements? **Time worked is tracked by hourly employees only.**
33. Please provide a list of your earnings and deductions. Uncertain what is meant by earnings. Deductions include: FICA, Retirement, Life, Health, Dental, Disability, Vision Insurances, Miscellaneous Insurances, Garnishments, Child Support, Family/Alimony Support, Deferred Compensation, Mobile Devise Reimbursements, IRS, Credit Union, Reimbursement Plans, United Way
34. How many pay frequencies and pay periods do you have? Please provide a copy of your current pay calendar. **Paid biweekly, 26 pay periods per year.**
35. How many different review types (performance reviews, Performance Improvement Plans (PIPs), disciplinary action plans, development plans) will you use in the new system? Please describe the process for each type of review, including completion of forms and documentation, steps for review, calibration and approval, and the timing (process start, end, and due dates) for each process. **The County uses performance appraisals, PIPs and disciplinary action forms. All forms are in paper format, and to the best of my knowledge have been developed in-house. They are largely tracked on spreadsheets. HR trains the departments on the use of these forms and reviews them upon completion. Performance appraisals are completed annually, PIPs and disciplinary actions are completed as needed. The County is open to more efficient and specific methods of evaluating the performance of employees to include competencies at the County-wide, department-wide, and individual employee levels.**
36. How many different review templates will be required for each review type? Please provide a list of the required review templates for each review type. **The performance appraisals currently have one template, with a supplemental page included. Currently there are 11 supplements: Administrative, Managerial, General Services, Supervisors, Emergency Management, Trades, Professional, Planning/Engineering, Technical, Fire/EMS, Police/Security/Corrections. The County is seeking a more efficient, streamlined approach to performance management. The County has three variations of PIPs, and one disciplinary action form/template. The County is open to more efficient**

and specific methods of evaluating the performance of employees to include competencies at the County-wide, department-wide, and individual employee levels.

37. Do you currently use goals and competencies? If so, how many? Do you store competencies on the employee or job level? **The County uses general competencies within the performance appraisal templates. We do not use goals at this time. The competencies are job level and not specific to individual employees. The County is open to more efficient and specific methods of evaluating the performance of employees to include competencies at the County-wide, department-wide, and individual employee levels.**
38. Do you have an existing Learning Management System (LMS)? If so, how many (if any) historical enrollment records are required in Workday? **No we do not currently have a LMS.**
39. Is there a requirement to import your current media and course catalog into Workday? If so, how many courses are in your catalog? **The desire would be to provide for a solution that would allow for importing of external materials.**
40. How would you describe your certification and compliance needs? **NA**
41. Do you use company credit cards for travel and expenses? If so, please describe your business processes for this card. **Yes. Individuals may be issued County Purchasing debit cards to be used in accordance with County purchasing policy**
42. Do you currently use an Applicant Tracking System for recruiting? If so, which application do you use? **Yes, NEOGOV**
43. How many Offer Templates will you need? How many variations of each offer template do you have (where the text dynamically changes based on logic)? **It could vary depending on system capabilities.**
44. What type of references should we provide? **It should be previous or current clients, preferably county government in the State of Florida.**
45. How much time with the Okaloosa team be able to dedicate on a weekly basis? **Okaloosa team is prepared to dedicate appropriate time for the implementation and use of the system. If you feel your solution requires an abundance of specific dedicated time, then please outline this requirement in your proposal.**
46. There are many implementation activities that we expect the client to do such as – extracting data from the legacy system, cleansing the data and then mapping it into the Oracle conversion load templates. Do you have the staff with the necessary skills to perform these functions? **Okaloosa County will work with its IT Department and**

proposed vendor in order to ensure data is captured from existing systems as available. They will help the vendor in coordination with the Clerk's Office build any necessary bridges between systems.

47. Will you have resources assigned to the team that will deliver the end user training? N/A. Please feel free to list any training requirements and/or resources provided with the procurement of your system.
48. Will you have change management resources assigned to the team to communicate with the organization of the upcoming changes related to the new system? N/A. Please feel free to list any training requirements and/or resources provided with the communication of your system.
49. What other types of employees will need scheduling more than 2 shifts per day in the County? Rosters and Shift Swaps are in the requirements, what other employees will require more "advanced scheduling" options? Flexibility is desired in the structure of work shifts. The County has functions that are always 24/7 operations such as the jail (corrections) and EMT/Paramedic services. Additionally, we have a water utility, an airport, and other functions that MAY require alteration of work schedules. Additionally, discretion has been provided to some Directors to provide for a work week of a four day/ten hour per day shift with no work on Fridays (or Mondays).

The County reserves the right to change these schedules at any time and the desire would be to provide for a solution to allow for flexibility in assigning work schedules.

**The ITN opening date remains March 31, 2020 at 3:00 P.M. CST.**

# BetterYou STRIDES



Program Starts 10/1/19

Program Ends 8/15/20

## Bend the Trend A checklist for your incentive program

### Milestones

### Dollars

### When Dollars Show in Rewards Dashboard

#### GET ASSESSED

<input type="checkbox"/> Complete your personal health assessment	\$50	2 days
<input type="checkbox"/> Complete your onsite biometric screening	\$50	4-6 weeks
<input type="checkbox"/> Achieve "in-range" biometrics from your biometric screening <ul style="list-style-type: none"><li>• BMI 18.5-24.9 or complete Four Weeks to a Healthier You online program</li><li>• Cholesterol ratio =/<math>&lt;</math> 5.0 or complete What Your Cholesterol Numbers Mean online program</li><li>• Blood Pressure &lt; 120/80 or complete Hypertension 101 online program</li><li>• Tobacco free 1 year or complete Breaking the Smoking Habit online program</li></ul>	\$10	4-6 weeks
	\$10	4-6 weeks
	\$10	4-6 weeks
	\$25	4-6 weeks

#### GET MOVING

<input type="checkbox"/> Complete a <b>Healthy Habit</b> program from Personal Health Itinerary®	\$20 (max \$40)	2 days
<input type="checkbox"/> Complete a <b>Healthy Living</b> program from Personal Health Itinerary®	\$20 (max \$40)	2 days
<input type="checkbox"/> National Parks – Alaska Parks 8 week Step Challenge	\$25	4-6 weeks
<input type="checkbox"/> National Parks – California Parks 8 week Step Challenge	\$25	4-6 weeks

## GET INFORMED

<input type="checkbox"/> Complete a 3-week Health Condition Series	\$25	4-6 weeks
<input type="checkbox"/> Annual Wellness Exam with Healthcare Provider (includes Well Woman exam)	\$50	4-6 weeks
<input type="checkbox"/> Dental Exam/Cleaning	\$20	4-6 weeks
<input type="checkbox"/> Vision Exam	\$20	4-6 weeks
<input type="checkbox"/> Mammogram	\$25	4-6 weeks
<input type="checkbox"/> Colonoscopy	\$25	4-6 weeks
<input type="checkbox"/> Healthy Addition Prenatal Program (Florida Blue members)	\$50	4-6 weeks
<input type="checkbox"/> Next Steps Health Coaching- complete 3 calls (Florida Blue members)	\$25	4-6 weeks

## Frequently Asked Questions

**Who can participate in Better You Strides?** All full-time employees, 18 and over, are encouraged to participate.

**When does the program start and end?** The Better You Strides program begins on 10/1/2019 and runs through 8/15/2020.

**How do I earn dollars?** By participating in the onsite health screening, completing your personal health assessment online, and completing additional activities on your Personal Health Itinerary. You will receive \$50 in a paycheck as soon as possible following completion of the health screening program. In addition, as you complete the remaining activities in \$50 increments (**up to the maximum of \$200**), you will receive \$50 in a paycheck. Payouts will be made quarterly.

**How do I get started?** First, you need to determine if you are a Member, Non-Subscriber, or a Non-Member.

- County Employee who selected a Florida Blue Health plan is a **Subscriber/Member**.
- A County Employee who is the spouse of a Member (see above) is a **Non-Subscriber**.
- County Employee who does not have Florida Blue Health coverage is a **Non-Member**.
- **Subscribers on the County Health Plan:** Log in to your Floridablue.com member account and click “Get Started” under the “Your Guide to Better Health.” You will be directed to the Better You Strides wellness platform to register for the program. Once registered, download the CaféWell app to your smartphone or other device to access the program on the go.
- **Non-Subscribers and Non-Members:** Visit floridablue.com/betteryoustrides to create your account or download the CaféWell app from Google Play or the Apple App store and use the sponsor code **betteryou**.

**How do I track my dollars?** From your Better You Strides home page, click on “Rewards” at the top of the page. The Rewards page will display the total dollars earned to date as well as the list of wellness activities you can complete for dollars. Click on the activity name for a detailed description for further instructions.

**If I have questions, who should I ask?** For questions and technical support, call 855-337-8340.

Representatives are available 8:00 a.m. to 7:00 p.m. CST Monday -Thursday and 8:00 a.m. to 6:00 p.m. CST Friday. Or you can send an email to [betteryoustrides@cafewell.com](mailto:betteryoustrides@cafewell.com)

Florida Blue has entered into an agreement with Welltok, an independent company, whereby Welltok has agreed to provide Florida Blue members with care decision support services, information and other services. Florida Blue has entered into this arrangement to provide a value-added service to its members. Please remember that all decisions that require or pertain to independent medical/clinical judgment or training or the need for medical services, are solely your responsibility and the responsibility of your Physicians and other health care Providers. The programs mentioned above are subject to change.  
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## OKALOOSA BCC SALARY SCHEDULE

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	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>75th PERCENTILE</u>	<u>MAXIMUM</u>	<u>PAY GRADE</u>
<u>ANNUAL</u>	\$21,028.80	\$27,040.00	\$30,035.20	\$33,030.40	
<u>MONTHLY</u>	\$1,752.40	\$2,253.33	\$2,502.93	\$2,752.53	60
<u>BI-WEEKLY</u>	\$808.80	\$1,040.00	\$1,155.20	\$1,270.40	
<u>HOURLY</u>	\$10.11	\$13.00	\$14.44	\$15.88	
<u>ANNUAL</u>	\$22,276.80	\$28,724.80	\$31,948.80	\$35,152.00	
<u>MONTHLY</u>	\$1,856.40	\$2,393.73	\$2,662.40	\$2,929.33	61
<u>BI-WEEKLY</u>	\$856.80	\$1,104.80	\$1,228.80	\$1,352.00	
<u>HOURLY</u>	\$10.71	\$13.81	\$15.36	\$16.90	
<u>ANNUAL</u>	\$23,649.60	\$30,513.60	\$33,945.60	\$37,377.60	
<u>MONTHLY</u>	\$1,970.80	\$2,542.80	\$2,828.80	\$3,114.80	62
<u>BI-WEEKLY</u>	\$909.60	\$1,173.60	\$1,305.60	\$1,437.60	
<u>HOURLY</u>	\$11.37	\$14.67	\$16.32	\$17.97	
<u>ANNUAL</u>	\$25,105.60	\$32,448.00	\$36,129.60	\$39,790.40	
<u>MONTHLY</u>	\$2,092.13	\$2,704.00	\$3,010.80	\$3,315.87	63
<u>BI-WEEKLY</u>	\$965.60	\$1,248.00	\$1,389.60	\$1,530.40	
<u>HOURLY</u>	\$12.07	\$15.60	\$17.37	\$19.13	
<u>ANNUAL</u>	\$26,665.60	\$34,507.20	\$38,438.40	\$42,348.80	
<u>MONTHLY</u>	\$2,222.13	\$2,875.60	\$3,203.20	\$3,529.07	64
<u>BI-WEEKLY</u>	\$1,025.60	\$1,327.20	\$1,478.40	\$1,628.80	
<u>HOURLY</u>	\$12.82	\$16.59	\$18.48	\$20.36	
<u>ANNUAL</u>	\$28,329.60	\$36,732.80	\$40,934.40	\$45,136.00	
<u>MONTHLY</u>	\$2,360.80	\$3,061.07	\$3,411.20	\$3,761.33	65
<u>BI-WEEKLY</u>	\$1,089.60	\$1,412.80	\$1,574.40	\$1,736.00	
<u>HOURLY</u>	\$13.62	\$17.66	\$19.68	\$21.70	
<u>ANNUAL</u>	\$30,097.60	\$39,104.00	\$43,596.80	\$48,089.60	
<u>MONTHLY</u>	\$2,508.13	\$3,258.67	\$3,633.07	\$4,007.47	66
<u>BI-WEEKLY</u>	\$1,157.60	\$1,504.00	\$1,676.80	\$1,849.60	
<u>HOURLY</u>	\$14.47	\$18.80	\$20.96	\$23.12	
<u>ANNUAL</u>	\$32,032.00	\$41,662.40	\$46,467.20	\$51,272.00	
<u>MONTHLY</u>	\$2,669.33	\$3,471.87	\$3,872.27	\$4,272.67	67
<u>BI-WEEKLY</u>	\$1,232.00	\$1,602.40	\$1,787.20	\$1,972.00	
<u>HOURLY</u>	\$15.40	\$20.03	\$22.34	\$24.65	
<u>ANNUAL</u>	\$34,070.40	\$44,366.40	\$49,504.00	\$54,641.60	
<u>MONTHLY</u>	\$2,839.20	\$3,697.20	\$4,125.33	\$4,553.47	68
<u>BI-WEEKLY</u>	\$1,310.40	\$1,706.40	\$1,904.00	\$2,101.60	
<u>HOURLY</u>	\$16.38	\$21.33	\$23.80	\$26.27	
<u>ANNUAL</u>	\$36,254.40	\$47,257.60	\$52,769.60	\$58,260.80	
<u>MONTHLY</u>	\$3,021.20	\$3,938.13	\$4,397.47	\$4,855.07	69
<u>BI-WEEKLY</u>	\$1,394.40	\$1,817.60	\$2,029.60	\$2,240.80	
<u>HOURLY</u>	\$17.43	\$22.72	\$25.37	\$28.01	
<u>ANNUAL</u>	\$38,584.00	\$50,377.60	\$56,264.00	\$62,150.40	
<u>MONTHLY</u>	\$3,215.33	\$4,198.13	\$4,688.67	\$5,179.20	70
<u>BI-WEEKLY</u>	\$1,484.00	\$1,937.60	\$2,164.00	\$2,390.40	
<u>HOURLY</u>	\$18.55	\$24.22	\$27.05	\$29.88	



## OKALOOSA BCC SALARY SCHEDULE

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	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>75th PERCENTILE</u>	<u>MAXIMUM</u>	<u>PAY GRADE</u>
<u>ANNUAL</u>	\$41,059.20	\$53,684.80	\$59,987.20	\$66,289.60	
<u>MONTHLY</u>	\$3,421.60	\$4,473.73	\$4,998.93	\$5,524.13	71
<u>BI-WEEKLY</u>	\$1,579.20	\$2,064.80	\$2,307.20	\$2,549.60	
<u>HOURLY</u>	\$19.74	\$25.81	\$28.84	\$31.87	
<u>ANNUAL</u>	\$43,721.60	\$57,220.80	\$63,980.80	\$70,720.00	
<u>MONTHLY</u>	\$3,643.47	\$4,768.40	\$5,331.73	\$5,893.33	72
<u>BI-WEEKLY</u>	\$1,681.60	\$2,200.80	\$2,460.80	\$2,720.00	
<u>HOURLY</u>	\$21.02	\$27.51	\$30.76	\$34.00	
<u>ANNUAL</u>	\$46,321.60	\$61,068.80	\$68,432.00	\$75,795.20	
<u>MONTHLY</u>	\$3,860.13	\$5,089.07	\$5,702.67	\$6,316.27	73
<u>BI-WEEKLY</u>	\$1,781.60	\$2,348.80	\$2,632.00	\$2,915.20	
<u>HOURLY</u>	\$22.27	\$29.36	\$32.90	\$36.44	
<u>ANNUAL</u>	\$49,296.00	\$65,104.00	\$73,008.00	\$80,912.00	
<u>MONTHLY</u>	\$4,108.00	\$5,425.33	\$6,084.00	\$6,742.67	74
<u>BI-WEEKLY</u>	\$1,896.00	\$2,504.00	\$2,808.00	\$3,112.00	
<u>HOURLY</u>	\$23.70	\$31.30	\$35.10	\$38.90	
<u>ANNUAL</u>	\$52,540.80	\$69,472.00	\$77,937.60	\$86,382.40	
<u>MONTHLY</u>	\$4,378.40	\$5,789.33	\$6,494.80	\$7,198.53	75
<u>BI-WEEKLY</u>	\$2,020.80	\$2,672.00	\$2,997.60	\$3,322.40	
<u>HOURLY</u>	\$25.26	\$33.40	\$37.47	\$41.53	
<u>ANNUAL</u>	\$56,056.00	\$74,131.20	\$83,158.40	\$92,185.60	
<u>MONTHLY</u>	\$4,671.33	\$6,177.60	\$6,929.87	\$7,682.13	76
<u>BI-WEEKLY</u>	\$2,156.00	\$2,851.20	\$3,198.40	\$3,545.60	
<u>HOURLY</u>	\$26.95	\$35.64	\$39.98	\$44.32	
<u>ANNUAL</u>	\$59,342.40	\$79,123.20	\$89,003.20	\$98,883.20	
<u>MONTHLY</u>	\$4,945.20	\$6,593.60	\$7,416.93	\$8,240.27	77
<u>BI-WEEKLY</u>	\$2,282.40	\$3,043.20	\$3,423.20	\$3,803.20	
<u>HOURLY</u>	\$28.53	\$38.04	\$42.79	\$47.54	
<u>ANNUAL</u>	\$63,315.20	\$84,448.00	\$95,014.40	\$105,580.80	
<u>MONTHLY</u>	\$5,276.27	\$7,037.33	\$7,917.87	\$8,798.40	78
<u>BI-WEEKLY</u>	\$2,435.20	\$3,248.00	\$3,654.40	\$4,060.80	
<u>HOURLY</u>	\$30.44	\$40.60	\$45.68	\$50.76	
<u>ANNUAL</u>	\$67,537.60	\$90,188.80	\$101,504.00	\$112,819.20	
<u>MONTHLY</u>	\$5,628.13	\$7,515.73	\$8,458.67	\$9,401.60	79
<u>BI-WEEKLY</u>	\$2,597.60	\$3,468.80	\$3,904.00	\$4,339.20	
<u>HOURLY</u>	\$32.47	\$43.36	\$48.80	\$54.24	
<u>ANNUAL</u>	\$72,051.20	\$96,283.20	\$108,409.60	\$120,515.20	
<u>MONTHLY</u>	\$6,004.27	\$8,023.60	\$9,034.13	\$10,042.93	80
<u>BI-WEEKLY</u>	\$2,771.20	\$3,703.20	\$4,169.60	\$4,635.20	
<u>HOURLY</u>	\$34.64	\$46.29	\$52.12	\$57.94	
<u>ANNUAL</u>	\$76,897.60	\$102,814.40	\$115,772.80	\$128,731.20	
<u>MONTHLY</u>	\$6,408.13	\$8,567.87	\$9,647.73	\$10,727.60	81
<u>BI-WEEKLY</u>	\$2,957.60	\$3,954.40	\$4,452.80	\$4,951.20	
<u>HOURLY</u>	\$36.97	\$49.43	\$55.66	\$61.89	



## OKALOOSA BCC SALARY SCHEDULE

EFFECTIVE: 10/01/2019

Page: 3 OF 3

	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>75th PERCENTILE</u>	<u>MAXIMUM</u>	<u>PAY GRADE</u>
<u>ANNUAL</u>	\$82,097.60	\$109,824.00	\$123,676.80	\$137,529.60	82
<u>MONTHLY</u>	\$6,841.47	\$9,152.00	\$10,306.40	\$11,460.80	
<u>BI-WEEKLY</u>	\$3,157.60	\$4,224.00	\$4,756.80	\$5,289.60	
<u>HOURLY</u>	\$39.47	\$52.80	\$59.46	\$66.12	
<u>ANNUAL</u>	\$87,651.20	\$122,366.40	\$139,713.60	\$157,060.80	83
<u>MONTHLY</u>	\$7,304.27	\$10,197.20	\$11,642.80	\$13,088.40	
<u>BI-WEEKLY</u>	\$3,371.20	\$4,706.40	\$5,373.60	\$6,040.80	
<u>HOURLY</u>	\$42.14	\$58.83	\$67.17	\$75.51	

PAY GRADE	TITLE	12 HOUR MINIMUM	12 HOUR MIDPOINT	12 HOUR 75TH PERCENTILE	12 HOUR MAXIMUM
14	SAL + OT	\$34,035.52	\$43,379.52	\$48,051.52	\$52,723.52
	SAL/YEAR	\$29,489.68	\$37,585.68	\$41,633.68	\$45,681.68
	O.T./YEAR	\$4,545.84	\$5,793.84	\$6,417.84	\$7,041.84
	HOURLY RATE	\$14.57	\$18.57	\$20.57	\$22.57
16	SAL + OT	\$42,351.68	\$52,560.00	\$57,675.84	\$62,768.32
	SAL/YEAR	\$36,695.12	\$45,540.00	\$49,972.56	\$54,384.88
	O.T./YEAR	\$5,656.56	\$7,020.00	\$7,703.28	\$8,383.44
	HOURLY RATE	\$18.13	\$22.50	\$24.69	\$26.87
17	SAL + OT	\$46,906.88	\$58,259.84	\$63,936.32	\$69,612.80
	SAL/YEAR	\$40,641.92	\$50,478.56	\$55,396.88	\$60,315.20
	O.T./YEAR	\$6,264.96	\$7,781.28	\$8,539.44	\$9,297.60
	HOURLY RATE	\$20.08	\$24.94	\$27.37	\$29.80

## 12 HR - GRADES 14-17

SAL + OT	HRLY RATE * 2336
SAL/YEAR	HRLY RATE * 2024
O.T./YEAR	HRLY RATE * 312



## CORRECTIONAL &amp; POLICE OFFICER SALARY SCHEDULE

EFFECTIVE: 10/01/2019

<u>PAY GRADE</u>	<u>TITLE</u>	<u>COR MINIMUM</u>	<u>COR MIDPOINT</u>	<u>75th PERCENTILE</u>	<u>COR MAXIMUM</u>
30	SALARY(80)	\$ 36,712.00	\$ 45,614.40	\$ 50,065.60	\$ 54,496.00
	SALARY(84)	\$ 38,547.60	\$ 47,895.12	\$ 52,568.88	\$ 57,220.80
	MONTHLY	\$ 3,212.30	\$ 3,991.26	\$ 4,380.74	\$ 4,768.40
	BI-WEEKLY	\$ 1,482.60	\$ 1,842.12	\$ 2,021.88	\$ 2,200.80
	HOURLY RATE	\$ 17.65	\$ 21.93	\$ 24.07	\$ 26.20
31	SALARY(80)	\$ 39,083.20	\$ 48,588.80	\$ 53,352.00	\$ 58,094.40
	SALARY(84)	\$ 41,037.36	\$ 51,018.24	\$ 56,019.60	\$ 60,999.12
	MONTHLY	\$ 3,419.78	\$ 4,251.52	\$ 4,668.30	\$ 5,083.26
	BI-WEEKLY	\$ 1,578.36	\$ 1,962.24	\$ 2,154.60	\$ 2,346.12
	HOURLY RATE	\$ 18.79	\$ 23.36	\$ 25.65	\$ 27.93
34	SALARY(80)	\$ 43,576.00	\$ 57,075.20	\$ 63,814.40	\$ 70,553.60
	SALARY(84)	\$ 45,754.80	\$ 59,928.96	\$ 67,005.12	\$ 74,081.28
	MONTHLY	\$ 3,812.90	\$ 4,994.08	\$ 5,583.76	\$ 6,173.44
	BI-WEEKLY	\$ 1,759.80	\$ 2,304.96	\$ 2,577.12	\$ 2,849.28
	HOURLY RATE	\$ 20.95	\$ 27.44	\$ 30.68	\$ 33.92

SALARY (80) = HOURLY RATE X 2080

SALARY (84) = HOURLY RATE X 2184



# Benefits Summary

Benefit	Summary of Benefit	Contact Information																					
Florida Retirement System (FRS)	<p>County contributes into FRS for all full-time and part-time employees:</p> <ul style="list-style-type: none"><li>- 8.47% for full-time and part-time employees</li><li>- 25.48% for Special Risk Employees</li><li>- 25.41% for Senior Management</li><li>- 48.82% for Elected officials</li></ul>	Human Resources: 850-689-5870 Division of Retirement 1-866-446-9377																					
Leave	Annual Leave, Sick Leave and 10 Paid Holidays	Human Resources: 850-689-5870																					
Deferred Compensation	<p>Deferred Compensation Savings is offered to all full-time employees through payroll deduction.</p> <table><tr><td>Valic Nationwide</td><td>Phil McWhorter Chris Whitlock</td><td>850-297-0780 850-512-0085</td></tr></table>	Valic Nationwide	Phil McWhorter Chris Whitlock	850-297-0780 850-512-0085	Human Resources: 850-689-5870																		
Valic Nationwide	Phil McWhorter Chris Whitlock	850-297-0780 850-512-0085																					
Credit Union	Full-time employees offered free membership to Central Credit Union of Florida and Eglin Federal Credit Union. Employee may participate through payroll deduction.	Human Resources: 850-689-5870																					
Employee Assistance Program (EAP)	Full-time employees may use the EAP after completion of 6 month Probationary period. Four counseling sessions will be provided by the EAP provider at no cost to employee/spouse or dependent.	<u>Pattison Professional Counseling &amp; Mediation Center</u>  850-682-1234 (Crestview) 850-863-2873 (Fort Walton Beach)																					
Educational Reimbursement Program	Reimbursement of tuition and books for all full-time employees after one year of employment. (Department Head approval required)	Human Resources: 850-689-5870																					
Additional Insurance Companies	<p>May purchase insurance through any of the following companies by payroll Deduction:</p> <table><tr><td>AFLAC</td><td>Leo Tisa</td><td>850-678-2458</td></tr><tr><td>AFLAC</td><td>Mark Tooke</td><td>850-864-8837</td></tr><tr><td>Allstate</td><td>Virginia Lind</td><td>850-862-5511</td></tr><tr><td>American General</td><td>Angela Byers</td><td>850-474-0023</td></tr><tr><td>Colonial</td><td>Margie Black</td><td>205-695-3880</td></tr><tr><td>Liberty National</td><td>Jason Perry</td><td>850-516-2573</td></tr><tr><td>Midland National</td><td>David Campbell</td><td>850-865-2463</td></tr></table>	AFLAC	Leo Tisa	850-678-2458	AFLAC	Mark Tooke	850-864-8837	Allstate	Virginia Lind	850-862-5511	American General	Angela Byers	850-474-0023	Colonial	Margie Black	205-695-3880	Liberty National	Jason Perry	850-516-2573	Midland National	David Campbell	850-865-2463	Risk Management 850-689-5977
AFLAC	Leo Tisa	850-678-2458																					
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Benefit	Provider	BCC and Employee Cost			Benefit Summary	Contact Information
Health Insurance	Blue Cross / Blue Shield of Florida	<b>Plan (\$1500 annual contribution)</b>	<b>HSA Base</b>			
		Employee \$774.15/month	Paid by BCC	Hospitalization	Risk Management	
		Family \$407.46/month	Paid by Employee	Physician services	850-689-5977	
		<b>Plan</b>	<b>5781 Base Buy Up</b>	Discount Programs	<u>BCBS(Claims/Benefits)</u>	
		Employee \$903.15/ month	Paid by BCC		PPO 1-800-322-2808	
		Employee \$66.53/ month	Paid by Employee			
		Family \$678.45/ month	Paid by Employee			
		<b>Plan</b>	<b>5770 Buy up</b>			
		Employee \$903.15/month	Paid by BCC			
Tricare Supplement	Assoc. & Society Ins. Corp. ASI	Employee \$298.73 /month	Paid by Employee		Risk Management	
		Family \$931.30/month	Paid by Employee		850-689-5977	
					ASI 1-800-638-2610	
Life Insurance	OCHS	\$25,000 Basic Life/AD&D	\$2.00 / month	Paid by BCC	The BCC provides \$25,000 of basic life and accidental death and dismemberment (AD&D) insurance for regular full time employees.	Risk Management
		Optional Life Employee/Spouse	Age Banded	Paid by Employee		850-689-5977
		Optional Employee AD&D	.02/\$100	Paid by Employee		<u>OCHS</u>
		Child life	\$0.10/\$1,000	Paid by Employee		1-800-392-7295
Long Term Disability (LTD)	OCHS	Basic LTD Coverage	\$3.80	Paid by BCC	BCC provides LTD insurance for all full-time employees. After 6 month waiting period employee receives 50% of their salary up to five years. Employees may choose to purchase an additional 10% of coverage.	Risk Management
		Optional 10% buy-up	\$6.99/month	Paid By Employee		850-689-5977
						<u>OCHS</u>
						1-800-392-7295
Dental Insurance	MetLife	Single Coverage:	\$30.63 /month	Paid by BCC	Free Cleanings twice yearly \$50/150 Deductible	Risk Management
		Family Coverage:	\$58.23/ month	Paid by Employee	\$1,200 yearly max/ per person \$1,000 orthodontia life time max	850-689-5977
Section 125 Plan	Lockard & Williams	Debit Card	\$1.00/month	Paid by BCC	Allows employees to pre-tax certain insurance costs; unreimbursed medical; and dependent care expenses.	<u>MetLife</u>
		Administration	\$4.50/ month	Paid by BCC	<a href="http://Myflexonline.com">Myflexonline.com</a>	1-800-538-6388
Vision Insurance	EyeMed	Employee Only	\$6.00	Paid by Employee	\$40 exam yearly	<u>EyeMed</u>
		Employee + Spouse	\$12.93	Paid by Employee	\$30 standard lenses yearly	1-866-289-0614
		Employee + Children	\$10.43	Paid by Employee	\$120 toward frames every 24 months	
		Family	\$17.35	Paid by Employee	\$120 toward contacts	
					Lasik and Progressive Lens discounts	