

# TWOTHOUSANDTWENTYFOUR YOUR BENEFITS

EXECUTIVE

MIAMI-DADE COUNTY EMPLOYEE EXECUTIVE BENEFITS ENROLLMENT GUIDE





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*Some executives are eligible to participate in the Executive Benefits Program at the discretion of the agency's appointing authority. This booklet provides information on the comprehensive benefits offered.*

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## Frequently Asked Questions

### 1. How do I change my deferred compensation contribution biweekly deduction?

You must submit the change request online to increase or decrease your deduction amount. Links to the providers' websites may be accessed at <https://www.miamidade.gov/global/humanresources/benefits/deferred-compensation.page>. Contribution changes may be processed for the next available pay period.

### 2. How can I participate in the catch-up provision of deferred compensation?

The County's deferred compensation program allows you to postpone receipt of a portion of your salary until you retire or separate service. In order to make up for years in which you did not contribute, or contributed less than the maximum allowed, you may apply to participate in the "catch-up" provision. If you are approved under this provision, for three years before the year in which you are eligible to retire without reduction in FRS benefits, you may contribute up to twice

the regular annual maximum. The maximum contribution for employees approved for participation in catch-up is \$46,000 as of the printing of this booklet. A full description is included on page 3 in the Deferred Compensation Section, as is a copy of the application form on page 13.

### 3. How do I schedule an Executive Physical?

You may schedule an Executive Physical by contacting your Department Personnel Representative.

### 4. What is the car allowance intended to cover?

The car allowance is intended to offset the cost of maintenance, insurance, gasoline, tolls and other operating expenses, including parking fees incurred when attending business meetings and functions. Executives receiving a car allowance, regardless of the amount, are not permitted the use of a County pool car. It is expected that they use their personal vehicle for County business.

## Deferred Compensation

Participating in the County's deferred compensation program allows you to defer, or postpone receipt of, part of your salary to save for the time when you retire or leave County service. You pay only Social Security tax on the money that is invested, and you are not taxed on the earnings, until you take a distribution.

You may choose to invest your contributions with one or both of the current providers, MissionSquare Retirement (formerly ICMA-RC) or National Association of Counties (NACo), administered by Nationwide Retirement Solutions. Both providers offer a wide range of investment opportunities, from conservative to aggressive portfolios, and a full scope of mutual funds. Provider representatives are situated locally and available to speak and/or meet with you at your convenience.

To enroll in deferred compensation, you can do so online at the following links for MissionSquare: <https://www.missionsq.org/miami-dadecounty.html> and Nationwide: <https://www.miamidade457.com>. The maximum contribution allowed currently is \$23,000 for regular enrollment. If you are 50 years of age or over you may contribute an additional \$7,500 for a total of \$30,500.

## Catch-Up Provision

Under the catch-up provision you may make up for years in which you did not participate in deferred compensation, or you did not contribute the maximum allowed. You must first submit an application for approval to contribute more than the normal maximum allowed in the calendar year. In order to determine the years in which you may participate in Catch-up, you must designate a Normal Retirement Age. This is defined as the age in which you are eligible to receive unreduced retirement benefits from your employer's pension plan or a later date that you choose, however, you may not participate in the Catch-up provision beyond the age of 70 ½. When you are approved for participation in Catch-up, you may contribute up to a pre-determined amount for one, two or three years prior to the year you have declared as your Normal Retirement Age (NRA). Whether or not you contribute to deferred compensation and participate in Catch-up in the years that you establish, you will be deemed a participant. You do not have to retire on the date that you designate.

The maximum contribution for Catch-up participants is \$46,000, twice the normal maximum.

**On-site Plan Representatives**

Both MissionSquare Retirement and NACO representatives are available for virtual, telephonic and in person consultations. To sign up for an individual appointment contact/visit:

**MissionSquare Retirement**

(formerly ICMA-RC)

800-669-7400

[https://icmarc.secure.force.com/  
events?SiteId=a0lj0000003QNJhAAO&Source=Microsite](https://icmarc.secure.force.com/events?SiteId=a0lj0000003QNJhAAO&Source=Microsite)

**Nationwide Retirement Solutions**

877-677-3678

[https://www.miamidade457.com/rsc-web-preauth/  
contact#reps](https://www.miamidade457.com/rsc-web-preauth/contact#reps)

**457 Roth Funding Option**

The Roth Funding Option allows employees to contribute to the deferred compensation program on a post-tax basis. One of the major benefits of the Roth Funding Option is that if certain conditions are met, the earnings and contributions when paid to you will be tax-free. Contact your local deferred compensation representative to determine if this feature can benefit you. For more information on the Deferred Compensation plan, please visit <https://www.miamidade.gov/global/humanresources/benefits/deferred-compensation.page>

## Executive Early Retirement Incentive Program

The Early Retirement Incentive Program, first offered in 1989, allows eligible executives to leave County service but remain in the group medical and dental plans for 10 years or until age 65, whichever is earlier. The County will continue to pay its portion of the medical and dental coverage.

You become eligible for the benefits when your age plus years of continuous County service equal 70. A letter of notification is generated upon your becoming eligible and it is sent to your home via certified mail. Executives have seven months from their eligibility date to respond to the notification, and two additional months to separate from County payroll in order to activate the benefit. If you return the response form indicating that you wish to participate, you will be sent the appropriate enrollment forms to continue your insurance.

In addition to continuation of the insurance, the program offers:

- An increase of 500 hours in the maximum number of hours of sick leave that may be paid out. This raises the limit from a maximum of 1,000 to 1,500 hours
- Payout of 100% of your sick leave balance, up to the 1,500 hours. There is no reduction in the percentage of hours paid, regardless of the number of years of County service.

**This is a one-time offer made only at the time that you become eligible.**

If you choose not to participate in the Early Retirement Incentive Program, you will have no further opportunity to do so.

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## Purchase of FRS Time with Deferred Compensation

If you have already obtained an estimate from the Florida Retirement System for the cost of purchasing eligible time, such as military or out of state service or an approved leave of absence, you may purchase the service with your deferred compensation funds. You will need to complete sections 1 and 2 of the FRS form PRO-1, available online at [www.myfrs.com](http://www.myfrs.com) in

the Resources/Forms section. The form should be mailed directly to your deferred compensation provider, i.e., MissionSquare Retirement (formerly ICMA-RC) or NACo. It is their responsibility to send a check to the FRS as payment for the time you are purchasing.

## Health Insurance Continuation Eligibility Criteria

You are eligible to continue coverage under the Retiree Group, if you retire from Miami-Dade County in good standing or under and meet one of the following requirements:

### FRS Pension Plan

1) If enrolled in the FRS prior to July 1, 2011, normal retirement eligibility is the earlier of either age 62 with at least 6 years of service, or 30 years of service. If Special Risk, normal retirement age 55 with 8 years of Special Risk service, or 25 years of Special Risk service, regardless of age, or age 52 with 25 years of Special Risk service and military service; or

2) Have at least 6 years of service (8 years if enrolled in the FRS on or after July 1, 2011) and begin collecting a reduced pension benefit from the FRS.

Effective July 1, 2023, the County Retiree Health Plan program eligibility criteria includes employees initially reemployed on or after July 1, 2010, if the employee is age 62 or older and; has completed 10 years of continuous county service and; separates in good standing (non-disciplinary) and; is covered in the County's Group Health Benefit plan immediately before separation. Effective July 1, 2023, the County Retiree Health Plan program eligibility criteria was

updated for employees initially reemployed on or after July 1, 2010, to include the following:

- The employee is age 62 or older and;
- has completed 10 years of continuous county service and;
- separates in good standing (non-disciplinary) and;
- is covered in the County's Group Health Benefit plan immediately before separation.

Different termination requirements and reemployment limitations apply if an employee retired and was initially reemployed prior to July 1, 2010. Those who retired prior to July 1, 2010, are not impacted by this change, and remain eligible for retiree health benefits upon their retirement from County service.

### FRS Investment Plan

1) Meet the age and service requirements to qualify for normal retirement as indicated above, or

2) Attain age 59 1/2 with at least 6 years of creditable service (8 years if enrolled in the FRS on or after July 1, 2011).



## Retiree Health Insurance

If you are terminating from service with Miami-Dade County, you may be eligible to participate in the Retiree Health Insurance program for executives in groups 1, 2 and 3.

The Retiree Health Insurance program provides for continuation of the County portion of group medical and dental insurance for eligible executives for 10 years, or until age 65, whichever is earlier.

To qualify the employee must be:

- At least age 60 with 10 years continuous Miami-Dade County service or
- Any age with 25+ years of continuous Miami-Dade County Special Risk service

or

- Any age with 30+ years of continuous Miami-Dade County service

AND

- Currently a Group 1, 2 or 3, OR be a former executive in one of these groups for a minimum of six years, and separate from County service.

When you are within 3 months of your date of termination with the County, contact the Benefits Administration Unit, of the Human Resources Department, Suite 2324, in the Stephen P. Clark Center.

### **YOU MUST MAKE WRITTEN NOTIFICATION OF YOUR INTENT TO PARTICIPATE IN THIS BENEFIT.**

(Form on page 13)

You will receive the appropriate retiree insurance enrollment forms when you meet with a Senior Employee Benefits Specialist in the Benefits Administration Unit, Human Resources Department to complete your retirement or DROP termination paperwork.

## County Code Regarding Payment of Leave and Eligibility for Retiree Health Insurance

The Miami-Dade County Code contains sections which describe circumstances under which accumulated sick and annual leave will not be paid to a County officer or employee who separates from service while under investigation for, or having been found to have committed an offense involving breach of the public trust. Please note that eligibility for the Retiree Health Insurance offered to executives is governed by the same sections of the code. See Sections 2-56.30 – 33 of the Code for complete description.

## Beneficiary Updates

It is advisable to periodically review your beneficiary designation and determine whether any changes are appropriate. This is especially true if you have a qualifying life event such as marriage, birth of a child, divorce, or death. If you wish to review or update your Group Basic Life Insurance and Optional Life insurance beneficiary designations, please visit [www.lifebenefits.com](http://www.lifebenefits.com).

In addition, you should also review your FRS and Deferred Compensation beneficiary designations by visiting the links below:

FRS

1-844-377-1844

<https://frs.fl.gov/#/login>

MissionSquare (formerly ICMA-RC)

800-669-7400

<https://www.icmarc.org/miami-dadecounty.html>

Nationwide Retirement provider

1-866-986-4264

<https://www.miamidade457.com/rsc-web-preauth/index.html>

# Retirement Notes

## Longevity

Only full-time County service counts toward longevity. Your years of County longevity may not match your years of service with FRS. Many employees worked for agencies covered by the FRS and accrued time with the State before becoming County employees. You may be eligible to DROP and retire from FRS, but not be eligible for programs offered to executives by the County if your longevity is not sufficient.

## Definition of AFC for FRS

Average Final Compensation (AFC) is the average of the 5 highest fiscal years of compensation you earned during your covered employment.

For employees first enrolled under the FRS on or after July 1, 2011, the AFC is based on the average of the highest 8 FRS fiscal years of compensation earned.

## Eligibility for Executive Retiree Health Insurance

In order to continue to participate in this program following retirement, executives

in Groups 1, 2 and 3 must meet specific service criteria. You must be:

- At least age 60 with 10 years continuous Miami-Dade County service or
- Any age with 25+ years of continuous Miami-Dade County Special Risk service or
- Any age with 30+ years of continuous Miami-Dade County service AND
- Currently a Group 1, 2 or 3, OR be a former executive in one of these groups for a minimum of six years, and separate from County service.

## Application for the Executive Retiree Health Insurance

Within 3 months of your planned retirement, you should submit an Executive Retiree Health Insurance Application to the Benefits Administration Unit. The form is shown on page 11 of this booklet. You must also complete the appropriate insurance application from the Benefits Administration Unit to ensure continuation of your medical and dental coverage.

## Leave Payouts

Annual Leave – The maximum number of hours that will be paid to executives at termination is 750. If you are a DROP participant and chose to be paid your annual leave balance at the start of your DROP, only the difference between the number of hours paid then and the maximum of 750 will be paid at the time that you terminate.

Sick Leave – If you are a Group 1, 2 or 3 Executive and leave County service with 25 or more years of continuous service with the County, all of your accumulated sick leave will be paid to you.

If you are not in the active executive groups at the time of retirement, you must have 30 years of County service (need not be continuous) to be eligible to receive payment for the full balance of your sick leave. For employees with less than 30 years of service or 25 years Special Risk, and executives with fewer than 25 years of continuous service, sick leave will be paid in accordance with the County's Leave Manual.

## Summary of Executive Benefits

All executives are eligible for group medical, dental, vision, life and Executive Long Term Disability insurance on their date of hire.

### Executive Benefits Group 1

- \$10,000 Executive Benefits Allowance annually (paid on a biweekly basis)
- Participation in a 401(a) Supplemental Retirement Account (\$1,500 per year)
- \$6,500 car allowance annually (\$250 paid on a biweekly basis)
- Annual physical exam with County provider

### Executive Benefits Group 2

- \$8,500 Executive Benefits Allowance annually (paid on a biweekly basis)
- \$5,200 car allowance annually (\$200 paid on a biweekly basis)
- Annual physical exam with County provider

### Executive Benefits Group 3

- \$7,500 Executive Benefits Allowance annually (paid on a biweekly basis)
- \$1,950 car allowance annually (\$75 paid on a biweekly basis)
- Annual physical exam with County provider

### Executive Benefits Group EA

This group consists of executives who meet the criteria for Group 3 benefits, but who are designated to receive a benefits allowance of an amount less than \$7,500.

### Executive Benefits Group EH

This group consists of executives who meet the eligibility criteria for Group 3 benefits, but who receive a car allowance only. They do not receive a benefits allowance.

### Executive Benefits Group C1\*

- \$18,360 Executive Benefits Allowance annually (paid on a biweekly basis)
- Participation in a 401(a) Supplemental Retirement Account (\$69,000)
- \$10,710 car allowance annually (paid on a biweekly basis)
- Expense Allowance \$43,000

*\*C1 Benefit plan designated for Miami-Dade County Commissioners.  
401(a) contribution amount shall be reduced if required by law.*

# Florida Retirement System Senior Management Designation

Miami-Dade County in accordance with Florida Statute 121.055, those employees who occupy exempt executive level County positions, who are in the classifications of Chief (formerly Deputy Mayor), Department Director, Deputy Department Director, and Assistant Department Director are hereby designated to be in the Senior Management Service Class of the Florida Retirement System.

Each position added to the class must be a nonelective managerial or policymaking position filled by an employee who is not subject to continuing contract and serves at the pleasure of the local agency employer without civil service protection, and who:

- (I) Heads an organizational unit; or
- (II) Has responsibility to effect or recommend personnel, budget, expenditure, or policy decisions in his or her areas of responsibility.

## **NEW ESTABLISHED POSITIONS**

Departments requesting SMSC designation for newly established positions must contact the Benefits Administration Unit to provide the following documents in order to establish the position:

- Table of Organization.
- Job Description.
- Personnel Change Document (PCD) or INFORMS screen print of the effective date the position change took place.
- Memorandum from the Department signed by the Director with the request and certifying the employee meets the Florida Statutes Senior Management Service Class criteria.

## **ESTABLISHED POSITIONS**

Departments must contact the Benefits Administration Unit when an employee is eligible for the SMSC designation such as a new hire, promotion, or any other applicable circumstance. SMSC designations are tracked, reported and approved utilizing INFORMS

position number. Re-advertisement of an established position is not required unless the SMSC flag designation for the position has been removed from the approved list with the FRS. Once a local agency position number is designated, it remains with the SMSC designation flag if it satisfies the criteria.

Be advised that the FRS may request supporting documentation when updating the SMSC designation and to verify establishment of a position accordingly.



## Executive Retiree Health Insurance Application

As of \_\_\_\_\_ I will terminate service with Miami-Dade  
County. As of this date I will be:

- At least age 60 with 10 years continuous Miami-Dade  
County service or
  - Any age with 25+ years of continuous Miami-Dade  
County Special Risk service or
  - Any age with 30+ years of continuous Miami-Dade  
County service
- AND
- Currently a Group 1, 2 or 3, OR be a former executive  
in one of these groups for a minimum of six years, and  
separate from County service

I understand that through the Executive Retiree Health Insurance program,  
I may maintain coverage in a County medical and/or dental plan for 10 years  
or until I reach the age of 65, whichever is earlier. I will be billed for my portion  
of the cost, if any.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_

NOTES

A series of horizontal lines for taking notes, arranged in two columns.



Miami-Dade County  
457 (b) Deferred Compensation Plan Declaration  
of Normal Retirement Age for Catch-up



\_\_\_\_\_ (Name) \_\_\_\_\_ wish to exercise my option

to utilize the Catch-up provision of the 457(b) Deferred Compensation Plan. As a condition of the Catch-up provision, I must designate a **normal retirement age (NRA)**.

I understand that the NRA I choose must meet the following requirements:

1. **The NRA cannot be my current age. It must be an age that I will attain in a future calendar year.**
2. The minimum NRA is the earlier of age 65 or the age that I am eligible to receive unreduced pension benefits under the Florida Retirement System. However, the date that I select as my NRA does **not** have to be the age at which I am first eligible to receive an unreduced benefit under the Florida Retirement System. I can choose a later NRA.
3. The maximum NRA is the year in which I attain age 70 ½.
4. I will only be able to participate in Catch-up during the three consecutive years immediately prior to the year that I have designated as my NRA.

In selecting my NRA, I understand that my election to participate in Catch-up is a one-time irrevocable election and that my eligibility to participate must be verified by the Benefits Division. I am not required to retire in the year in which my NRA occurs. I will be deemed a participant in the Catch-up provision whether or not I fully utilize the available deferral amount.

I hereby designate \_\_\_\_\_, which I will attain in \_\_\_\_\_, as my NRA.  
(Age) (Year)

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Employee ID Number \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**Election Form Reviewed by**

**Sr. Employee Benefit Spec.:** \_\_\_\_\_

# NOTES

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**Human Resources Department**

Benefits Administration Unit

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Miami, FL 33128

5-2223-116450 1/24

