



BENEFITS PACKAGE SUMMARY PART-TIME EMPLOYEES



The City of Sunrise is an economic powerhouse in western Broward County encompassing more than 18 square miles. As the host of Sawgrass International Corporate Park – the largest business park in South Florida – Sunrise has its own flourishing job market and currently employs approximately 1,100 employees and numbers continue to rise.

The City takes a very active role in business development, recruitment and prides itself on creating job opportunities for its residents. There are very few communities of similar size that welcome the tens of millions of visitors that we do here in Sunrise, or that can boast the magnitude of regional assets found in our City.

Our City shines and we understand in order to shine brighter; we must continue to recognize our employees as one of our most valuable assets. The City of Sunrise takes great pride in recruiting future employees and developing and retaining current ones by offering our comprehensive compensation and benefits package throughout an employee's career.



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Paid Time Off

- 1) PTO = Paid Time Off
 - At the department’s discretion and approval, regular part-time employees may use PTO.
 - PTO may be used for sick or vacation time-off requests.

- 2) Employee must work a full fiscal quarter before they are eligible for any PTO:

Fiscal Year Quarters	Applicable Months
1 st Quarter	January - March
2 nd Quarter	April - June
3 rd Quarter	July – September
4 th Quarter	October – December

- 3) PTO earned per fiscal quarter will be earned in accordance with the following accrual table:

Bi-Weekly Average Hours Worked	PTO Earned
8 to 13.99	2 hours
14.00 to 26.99	4 hours
27.00 to 39.99	6 hours
40.00 +	8 hours
*Maximum PTO that may be earned in a fiscal quarter is 8 hours (Total of 32 max hours per year)	



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HOLIDAYS

- 1) Regular Part-time employees are eligible to earn four (4) hours of holiday pay for each official City-observed holiday.
 - Nine (9) City holidays, four (4) paid holiday hours for a total of 36 max paid holiday hours per year.

Please Note: Seasonal staff and interns are not eligible to receive PTO or Holiday Pay.

Important Note: The description of benefits for which, an employee may be eligible have been generally summarized in this information sheet for your convenience; however, you must refer to all applicable City ordinances, collective bargaining agreements and/or plan documents for specific terms and conditions. These benefits may be affected by future changes in policy, collective bargaining, City ordinances and/or legislative actions. The City reserves the right to increase, modify, decrease or eliminate benefits at any time. No benefit is created or maintained simply based on this document, and its contents do not give rise to any contractual rights related to continuing employment or receipt of benefits between the City of Sunrise and its employees. The information contained herein supersedes any prior benefit sheet(s).