



GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS
Action Item Worksheet

NEW BUSINESS

Agenda Item: III. E.
Subject: Employee Benefits Policy
Meeting Date: September 10, 2026
Prepared By: Michelle Ughi, HR Director

Background

A District policy has been created to outline the benefit plans offered by the District.

Funding Source/Financial Impact

General Fund/ Contributions as outlined in Attachment A of the Policy

Recommendation

Staff recommends approval of the Employee Benefits Policy as presented.

Potential Motion

I move to approve the Employee Benefits Policy, effective immediately.

Attachment

1) Employee Benefits Policy Draft

Legal Review

This AIW and its contents have been reviewed by legal counsel for sufficiency.

- ☒ Approved
☐ Not Approved
☐ Not Applicable

Comments (if any):

Reviewed by: Laura Donaldson

Date: September 2, 2026



DRAFT POLICY: EMPLOYEE BENEFITS

Purpose

The Greater Naples Fire Rescue District (“District”) offers eligible employees a comprehensive benefits program that may include medical, dental, vision, health reimbursement and savings accounts, flexible spending accounts, life insurance, disability insurance, employee assistance programs, and other benefits approved by the District.

Specific benefit provisions are defined in the applicable plan documents and may change from time to time. This policy does not guarantee any specific benefit.

Policy

Benefit Options

Human Resources will evaluate benefit options and make recommendations to the Fire Chief for consideration and approval, and if applicable, approval by the Board of Fire Commissioners. The District will also utilize the Union Benefits Committee, in accordance with the Collective Bargaining Agreement (CBA), to provide input regarding benefit options. The District is solely responsible for the selection of employee benefits.

Eligibility

Regular full-time employees and regular part-time employees who work at least 30 hours per week are eligible to participate in the District’s employee benefit programs, subject to the eligibility requirements of each individual plan (“eligible employees”).

Eligible employees may enroll eligible dependents in applicable benefit plans. Eligible dependents generally include a legally married spouse and eligible children, including biological children, stepchildren, adopted children, and children for whom the employee has legal custody, subject to the requirements of the applicable plan.

Employees are responsible for ensuring that covered dependents remain eligible and for promptly notifying Human Resources of any change affecting a dependent’s eligibility. Coverage will terminate when a dependent reaches the maximum eligibility age or otherwise no longer meets the requirements of the applicable plan.

Knowingly enrolling or maintaining an ineligible individual on a District benefit plan, or intentionally misrepresenting eligibility information, may result in disciplinary action, up to and including termination of employment.

Initial Enrollment and Effective Date

Benefits for newly eligible employees are effective on the employee's date of hire or eligibility, subject to the terms of the applicable benefit plan.

Employees must complete the required enrollment process within 30 days of becoming eligible. An employee who does not enroll timely will be required to wait until the next annual Open Enrollment period to elect coverage.

Medical Coverage

The District offers one or more medical plan options to eligible employees. Plan-specific information will be communicated through the District's Benefits Guide and applicable plan documents.

Medical plan options include plans paired with a Health Reimbursement Account (HRA) or Health Savings Account (HSA).

Employees are responsible for reviewing the eligibility requirements and restrictions associated with the medical plan they elect.

Employee Contributions

Employees contribute toward the cost of the District's bundled medical, dental, and vision benefits. Employee contribution amounts vary based on coverage tier and applicable employee group.

Employee contributions are made through biweekly payroll deductions and, when permitted, on a pre-tax basis. Current employee contribution amounts are identified in Attachment A.

Employees may also elect supplemental or voluntary benefits that require additional employee contributions. Applicable costs will be communicated prior to enrollment.

District Contributions

The District funds a portion or the entirety of certain employee benefits and provides contributions to the HRA and HSA for eligible employees. Current HRA and HSA District contribution amounts are identified in Attachment A.

Benefits requiring District funding are contingent upon approval of the Fire Chief and the availability of funds as determined through the annual budgeting process and approved by the District's Board of Fire Commissioners.

Health Reimbursement Account (HRA)

The District offers a medical plan that includes a Health Reimbursement Account (HRA). The HRA is established and funded entirely by the District; employees do not contribute to or own the account.

The District contributes an annual amount based on the employee's coverage tier. Eligible new hires receive the full annual District contribution based on the coverage tier elected, regardless of when during the plan year they become eligible.

If an employee changes from Employee Only to another coverage tier due to a qualifying life event, the District will contribute the difference between the annual Employee Only contribution and the annual District contribution for the new coverage tier, regardless of when during the plan year the change occurs. The total District contribution will not exceed the annual contribution for the employee's new coverage tier.

HRA funds may be used for eligible expenses in accordance with the applicable plan. Unused HRA funds remaining at the end of the plan year are forfeited.

Health Savings Account (HSA)

The District offers an HSA-qualified medical plan. Eligible employees enrolled in the plan who meet applicable IRS eligibility requirements may establish an HSA and make voluntary pre-tax contributions through payroll deduction. Employees may change their voluntary contribution amount during the year.

The District provides one HSA contribution per eligible employee per plan year. The contribution is based on the employee's coverage tier when the employee first elects the HSA plan for that plan year. A subsequent qualifying life event or election change during the plan year will not result in an additional District contribution or a contribution to a different type of reimbursement account.

Eligible new hires who enter the HSA plan during the plan year will receive a prorated District contribution within 30 days of making their HSA plan election.

The prorated contribution is calculated by dividing the applicable annual District contribution by 12 and multiplying that amount by the number of full months remaining in the plan year. The month in which the employee becomes eligible is not included in the calculation. For example, an employee who becomes eligible in January will receive a prorated District contribution based on the eight full months remaining in the plan year, February through September.

District contributions are available only to eligible employees and are not provided to individuals continuing coverage through COBRA.

An employee covered by a general-purpose Health Care Flexible Spending Account (FSA), whether through the District or a spouse's plan, including during an applicable FSA grace period, is not eligible to make or receive HSA contributions while that coverage remains in effect. The District HSA contribution will be delayed until the employee becomes HSA eligible and will be made within 30 days of notification of the employee becoming HSA eligible. The contribution will be based on the coverage tier elected during Open Enrollment or, for a new hire, at the time of initial enrollment.

District and employee HSA contributions count toward applicable IRS annual contribution limits. Employees are responsible for ensuring that their total contributions do not exceed those limits.

The HSA is owned by the employee. Unused funds roll over from year to year and remain with the employee if the employee changes medical plans, retires, or separates from District employment. The District pays applicable HSA account administration fees while the employee

remains an eligible employee. HSA funds may also be eligible for investment subject to the requirements of the account.

Flexible Spending Accounts (FSA)

The District offers eligible employees the opportunity to participate in Health Care and/or Dependent Care Flexible Spending Accounts.

Employees must make a new FSA election for each plan year in which they wish to participate. Elections, eligible expenses, contribution limits, reimbursement requirements, and any applicable grace period or other plan provisions are governed by the applicable plan documents and IRS requirements.

Participation in a general-purpose Health Care FSA affects an employee's eligibility to make or receive contributions to an HSA.

Dental and Vision Coverage

The District provides dental and vision coverage to eligible employees and their eligible dependents as part of the bundled benefit package.

Plan-specific information is communicated through the District's Benefits Guide and applicable plan documents.

Life and Accidental Death and Dismemberment Insurance

The District provides basic life and Accidental Death and Dismemberment (AD&D) insurance to eligible employees. Current benefit amounts are identified in Attachment A.

Employees may elect supplemental life and/or AD&D coverage for themselves and eligible dependents. Supplemental coverage is subject to the requirements of the applicable plan, including evidence of insurability when required.

Disability Insurance

The District provides short-term and long-term disability insurance to eligible employees. Benefit amounts, waiting periods, duration of benefits, exclusions, and other provisions are governed by the applicable plan documents.

Employee Assistance Program

The District provides an Employee Assistance Program (EAP) and other wellness or support resources. Available services and eligibility requirements are communicated through District benefit materials.

Open Enrollment

The District will conduct an annual Open Enrollment period during which eligible employees may enroll in or make changes to benefit elections for the upcoming plan year.

Employees are responsible for reviewing the benefit information provided by the District and completing required elections within the established Open Enrollment period.

Benefit options, employee and District contribution amounts, carriers, and other plan provisions may change from year to year. The District will communicate applicable changes before or during Open Enrollment.

Elections made during Open Enrollment will remain in effect for the applicable plan year unless the employee experiences a qualifying life event permitting a mid-year election change.

Qualifying Life Events

Benefit elections generally cannot be changed during the plan year unless the employee experiences a qualifying life event that permits a mid-year election change.

Qualifying events may include, but are not limited to:

- Marriage or divorce;
- Birth or adoption of a child;
- Death of a spouse or dependent;
- A dependent gaining or losing eligibility for coverage;
- Loss or gain of other health coverage; or
- Other qualifying events recognized by the applicable benefit plan.

Employees requesting a mid-year change must notify Human Resources and submit the required enrollment change and supporting documentation within 30 days of the qualifying event, unless a different timeframe applies. If the required change is not submitted within the applicable timeframe, the employee will be required to wait until the next annual Open Enrollment period to make a change.

A mid-year benefit election change resulting from a qualifying life event does not result in an additional District HSA contribution.

Continuation of Coverage (COBRA)

Employees and covered dependents who lose eligibility for District-sponsored health coverage may be eligible to continue coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and other applicable laws.

Individuals continuing coverage through COBRA are responsible for the applicable cost of coverage and are not eligible for District HSA contributions.

When applicable, eligible individuals will be provided information regarding continuation rights, enrollment requirements, applicable costs, and deadlines. Continuation coverage is subject to the terms of the applicable benefit plan and governing law.

Plan Administration

The District reserves the right to modify or terminate its benefit programs, subject to applicable law and governing agreements.

This policy does not constitute a plan document or guarantee any particular benefit or level of coverage. Specific benefits are governed by the applicable plan documents and governing agreements. In the event of a conflict, the applicable governing document will control.

DRAFT

ATTACHMENT A
Effective October 1, 2026

Employee Medical, Dental and Vision Contributions

Medical, dental, and vision benefits are offered as a bundled benefit package. Employee contributions are deducted on a biweekly payroll basis.

Coverage Tier	CBA Employees	Non-CBA Employees
Employee Only	\$20	\$10
Employee + Spouse	\$55	\$45
Employee + Child(ren)	\$55	\$45
Family	\$100	\$90

Annual District HRA Contributions

Coverage Tier	District Contribution
Individual	\$2,350
Family	\$4,700

Annual District HSA Contributions

Coverage Tier	District Contribution
Individual	\$2,000
Family	\$4,000

IRS HSA Contribution Limits

IRS HSA contribution limits are based on the calendar year and include both employee and District contributions.

Coverage Tier	2026	2027
Individual	\$4,400	\$4,500
Family	\$8,750	\$9,000
Catch-Up Contribution	\$1,000	\$1,000

Flexible Spending Account Contribution Limits

Account	Annual Contribution Limit
Health Care FSA	\$3,400
Dependent Care FSA	\$7,500 per family*

*\$3,750 each if married and filing separate tax returns.

District-Provided Basic Life and AD&D Insurance

Employee Group	Benefit
CBA Employees	1 × base salary, up to \$100,000
Non-CBA Employees	1 × base salary, up to \$125,000