

CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT



GENERAL ELIGIBILITY POLICY
POLICY #02-001

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial Release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	General Eligibility
POLICY #	02-001
City Commission Approval	

POLICY:

The City offers a comprehensive benefits package as part of its competitive compensation program. Our benefits include:

1. **Variety:** The City provides diverse benefit options to meet employees' needs.
2. **Flexibility:** Benefit programs may change over time to remain competitive and appropriate.
3. **City Discretion and Approval:** All City benefits, except those mandated by Federal and State law, are subject to annual approval by the City Commission. The type, level, eligibility, and cost of benefits are subject to change at the City's sole and exclusive discretion, with or without prior notice.
4. **Regular Review:** The City periodically assesses its benefit offerings to ensure they remain suitable and necessary.

The City's Personnel and Administrative Policies provide a general overview of employee benefits. For specific benefits inquiries, employees should:

- Refer to the official plan documents available in the Human Resources Department;
- Consult the Summary Plan Descriptions provided during new hire orientation; or
- Contact the Human Resources Department with specific questions.

Please note:

- The City's Personnel and Administrative Policies do not alter the terms of the official plan documents.
- In case of discrepancies, the official plan documents always prevail.
- Most benefits have specific waiting periods or eligibility requirements.
- All City benefits, except those mandated by Federal and State law, require annual appropriation by the City Commission.

The City encourages all employees to familiarize themselves with their benefits and to reach out to Human Resources for clarification when needed.