



May 13th, 2026

Jake Fuller
800 DOG LEG TRAIL
OSTEEN, FL 32764

Building
386-775-5423

City Clerk
386-775-5403

City Manager
386-775-5408

Community Info.
386-775-5410

Finance
386-775-5430

Fire
386-775-5460

Human Resources
386-775-5457

Parks & Rec.
386-775-5454

Planning
386-775-5415

Police
386-775-9999

Public Works
386-775-5453

Utilities Billing
386-775-5444

RE: Failure to pass introductory period

As stated in the City's Personnel Policies and Procedures Manual, Section 3.8 - Introductory Period, your employment with the City of Orange City is contingent upon satisfactorily completing a six-month introductory period.

Please be advised that effective May 13th, 2026, your employment with the City of Orange City is terminated based on failure to satisfactorily pass your introductory period.

You will be eligible to continue insurance coverage under the provisions of COBRA. Your current insurance benefits will be effective through May 31st, 2026.

Please review the attached Exit Information document for all other separation information.

EMPLOYEE NO CALL/NO SHOW
Employee

5/13/26
Date

[Signature]
Department Director

5/13/26
Date

[Signature]
Human Resources

5/13/26
Date

[Signature]
City Manager

5/13/2026
Date

Copy to: Ronnie Long, Interim Public Works & Stormwater Administrator
Employee File
Attachment: Exit Information



Exit Information

Final Pay Check

Your final pay check will be processed through the normal payroll cycle, and deposited in your current direct deposit account(s) on file. You will not be cut a check containing your final owed wages on your last day of employment.

Paid Time Off (PTO) Payout

Per Section 6.1.4 of the Personnel Policies and Procedures Manual, Paid Time Off (PTO) Leave, employees who have not completed introductory period of employment will not be eligible for a PTO payout at their time of separation.

Health Insurance

Your medical, dental, and vision insurance, if you participate in any of these plans, will remain in effect through the last day of the month you separate employment with the City of Orange City. For questions on open claims or other questions pertaining to your plan feel free to contact Florida Health Care Plans or Florida Blue for medical insurance questions and United Health Care for Dental and Vision questions.

FHCP/Medical:	1-800-352-9824
FL Blue/Medical:	1-800-352-2583
Principal/Dental:	1-800-843-1371
Principal (VSP)/Vision:	1-800-877-7195

Life Insurance and AD&D Policies

Any Life Insurance or Accidental Death & Dismemberment (AD&D) policies will remain in effect through the last day of the month when you separate employment with the City of Orange City. This applies to all Life Insurance or AD&D policies, either employer provided or voluntary.

It is possible to continue your Life Insurance and AD&D Policies with Lincoln Financial Group independent of the City of Orange City. To do so you must contact Lincoln Financial Group to discuss your plan portability options within thirty-one (31) day of separation. Lincoln Financial group can be contacted at 1-800-423-2765.

Short/Long Term Disability

Your employer provided Short Term Disability and voluntary Long Term Disability, if you elected to participate in this plan, will remain in effect through the last day of the month you separate employment with the City of Orange City.

Should you be on either Short or Long Term Disability you will continue to receive benefits during your period of disability, regardless of your employment status with the City of Orange City.



COBRA Information

COBRA will allow you continue your benefit coverage by taking full responsibility for benefit premiums, both employee and employer paid. Further information on COBRA coverage will be sent to you through Infinisource. Rates for COBRA continuation can be found on the Infinisource website. You will have 60 days after loss of coverage to enroll in COBRA benefits.

Florida Retirement System

It is recommended to contract a Retirement Specialist with the Florida Retirement System (FRS), prior to making any retirement plan decisions at your time of separation. Once you take a disbursement from FRS you will not be able to rejoin at a later time. Your service credit will continue with any future FRS employers, should you not take a disbursement at this time. For any questions on FRS contact a Retirement Specialist at 1-866-446-9377 or online at myfrs.com.

Nationwide Retirement Solutions / Mission Square Retirement Corporation

If you participated in Deferred Compensation through Nationwide or Mission Square Retirement, you will need to contact your plan representative for further information on the management of your plan after separation of employment from the City of Orange City.

Nationwide virtualretirementspecialist@nationwide.com Mission Square jharrison@missionsq.org

Unemployment Compensation

Employees who separate employment may be eligible to receive unemployment compensation benefits. To facilitate the process of applying for unemployment compensation benefits, please designate your employer's mailing address as the Human Resources Office, 205 E Graves Ave, Orange City, FL 32763.

Listed below are the two Volusia County Unemployment Offices:

Daytona Beach One Stop Career Center
359 Bill France Blvd
Daytona Beach, FL 32114
386-323-7001

Orange City One Stop Career Center
846 Saxon Blvd
Orange City, FL 32763
386-561-9550

Change of Address

If you change your address after your separation of employment with the City of Orange City, make sure you notify Human Resources at 386-775-5457 or dcaporrino@orangecityfl.gov to ensure receipt of W-2s, 1095s, COBRA information, and other important documents.