

# Employee Benefits

Know your perks.  
Know your worth.



## Health Insurance

Full time employees are eligible for Center paid health insurance on the 1<sup>st</sup> day of the month following 60 days of employment.

## Health Insurance Waiver

Eligible employees, who have equal insurance coverage through other sources, may elect to waive the Center's insurance and receive an additional \$150 per month in their paycheck. Proof of insurance is required. Bring your proof of insurance to Human Resources.

## Employer Paid Dental Insurance

Employees are eligible for dental insurance on the 1<sup>st</sup> day of the month following 60 days of full-time employment. Currently, the Center pays the premium for eligible employees for a "basic plan". Employees may pay the difference in monthly premiums through payroll deduction to upgrade to a plan with enhanced benefits.

## Employer Paid Life Insurance

The Center provides eligible employees life insurance in the amount of \$25,000 for natural death and \$50,000 in case of accidental death.

## Additional Life Insurance

Employees may purchase other Life and/or Accidental Death & Dismemberment (AD&D) up to five times their annual salary. Premiums for additional life insurance are through payroll deductions. Your monthly premiums and the amount your

beneficiary will receive depend on your age, salary, and the type of policy you buy.

## Dependent Life Insurance

Eligible employees may purchase life insurance for their dependents for a reasonable monthly premium.

## Health Insurance Premiums

You may pay for your dependent's health care insurance premiums pre-tax by payroll deduction.



## Cafeteria Plan

This Plan allows you to use your own pre-tax dollars by payroll deduction to pay for eligible expenses as listed below:

- Health Care Reimbursement
- Health Savings Account
- Health Insurance Premiums for Dependents
- AFLAC

Both F.S.A. and H.S.A.(s) offer employees an opportunity to withhold funds on a pre-tax basis for eligible expenses. Please contact Human Resources for more information.

### AFLAC

The Center allows the insurance company "AFLAC" to offer employees supplemental insurance such as life, cancer, intensive care, long-term care and short-term disability.

## Eye Care Insurance

Eligible employees may enroll in vision insurance at the same time they become eligible for Health & Dental Insurance. This insurance provides savings on exams, lenses, frames,

contacts & laser vision correction.

Premiums may be paid through Cafeteria Plan by payroll deduction. Insurance is restricted to eligible eye-care providers.



## Paid Holidays

The Center provides for eligible employees to be off work and receive their regular rate of pay for the holidays.

There is no waiting requirement to be eligible for holidays. Based on their regular work schedule employees are eligible for pro-rated holiday time.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

## Employee Choice Days

Salaried employees can earn up to four days of paid time off per year. One day is earned for every full quarter an eligible employee works in the Center's Fiscal Year (September 1 through August 31).

Employees are credited with the appropriate days earned on the 1<sup>st</sup> of September every year. Eligible employees can earn up to four days based on their regular work schedule. Unused Employee Choice Days are not paid on termination of employment and do not rollover.

## *Paid Vacation*

Eligible employees earn vacation time based on years of service. Vacation time starts accruing on the employee's eligibility date; however, time off for vacation is not available until the employee has been in the eligibility status for six months. Unused vacation time is paid on termination provided the employee has met the required waiting period (six months).

Before completing 3 years	8 hours per month
Completed 3 years	9 hours per month
Completed 5 years	10 hours per month
Completed 9 years	11 hours per month
Completed 14 years	13 hours per month
Completed 19 years	15 hours per month
Completed 24 years	16 hours per month
Completed 29 years	17 hours per month
Completed 35 years	18 hours per month



## *Paid Sick Leave*

The Center provides paid sick leave to eligible employees at the rate of eight hours per month or any fraction of a month that the employee is eligible. There is no waiting period for sick leave use. Sick leave may be taken for an illness or injury of your own or that of an immediate family member when it is the employee's responsibility to provide personal care for the individual.

Accrued sick leave is not paid on termination.

## *Bereavement Pay*

Full-time employees are eligible for paid leave for a period of up to three consecutive work shifts due to a death in the immediate family, and one work shift due to a death in the extended family. Immediate family is defined as: spouse, children, spouse's children, parents, spouse's parents, siblings, and employee's grandparents, grandchildren. Extended family is defined as: aunts or uncles.



## *Retirement Plan*

All full-time employees who have completed six (6) months of service and have attained age 21 are eligible to participate in the plan. Employer contributes 4% of employee salary. Participation will begin on the first day of the Plan Year coinciding with or immediately following your fulfillment of the requirements.

Vesting in the Plan is based on years of service. After six (6) years of full-time service, employees are 100% vested. For vesting purposes, employees need to complete 1,000 or more Hours of Service each Plan Year.

## *457 Plan*

All full-time employees are immediately eligible to participate in the 457 retirement plan upon their date of hire and attained age 21. You may contribute, through payroll deduction, any dollar amounts up to a maximum of 100% up to \$20,500 per year. You are always 100% vested in the money you contribute. Contributions start the first month after the first day of service.

## *Social Security*

The Center currently contributes 6.20% of your taxable wages to Social Security Taxes & 1.45% in Medicare taxes for a total contribution of 7.65%.

## *Employee Assistance Program (EAP)*

All employees are eligible immediately for a confidential, off-site counseling program. Three free visits per calendar year with an LPHA. Additional visits may be approved.

## *Court Leave*

Full-time employees will receive pay based on their regularly scheduled daily hours do not exceed eight hours in a day or 40 hours in a week for Jury Duty.



## *Employee Recognition*

After every five years of full-time employment, staff are recognized at a dinner/reception. In addition, they are given monetary recognition.

- 5 years \$350
- 10 years 500
- 15 years 750
- 20 years 1,000
- 25 years 1,250
- 30 years 1,500
- 35 years 1,750
- 40 years 2,000

Employees can also nominate peers for "**Employee of the Month**." The employee selected (by Benefits Committee) can choose to receive a \$100 gift card or a day off with pay.

## **Workplace Wellness**



Healthier & Happier Workplaces

## *Gym Memberships:*

Full time employees are also offered a half price membership to the YMCA (employee only). Your cost is by payroll deduction. See HR for more information.



**Questions: Contact the Human Resources Department  
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