Employee BENEFITS

Know your perks.
Know their worth.



Health Insurance

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

Benefits must be selected within 30 days of your hire date.

Health Insurance Premiums

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

Employer Paid Dental Insurance

Employees are eligible for dental insurance on the 1st 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.

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.

Cafeteria Plan

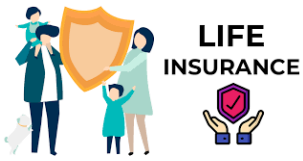
This Plan allows you to use your own pre-tax dollars by payroll deduction to pay for eligible expenses as listed below:

- Health 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

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



Employer Paid Life Insurance

MHMRCV 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 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.



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. MHMRCV contributes 4% of employee salary.

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 attaining age 21. You may contribute up to 100% of your taxable wages through payroll deduction, not to exceed the annual IRS contribution limit (**$23,500**). If you are age 50 or older, you may contribute an additional catch-up amount of up to **$7,500** per year. Contributions start the first month after the first day of service.

Social Security

MHMRCV 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)

Full-time employees are eligible immediately for a confidential, off-site counseling program. Three free visits per calendar year with a licensed counselor. Additional visits may be approved.

Court Leave

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



Paid Holidays

MHMRCV 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
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day

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).

Hire date through 3 years	8 hours per month
Beginning Year 4	9 hours per month
Beginning Year 6	10 hours per month
Beginning Year 10	11 hours per month
Beginning Year 15	13 hours per month
Beginning Year 20	15 hours per month
Beginning Year 25	16 hours per month
Beginning Year 30	17 hours per month
At least 35 Years or more	18 hours per month

Paid Sick Leave

MHMRCV 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 upon separation from MHMRCV.

Employee Choice Days

All full -time employees can earn up to four days of paid time off per fiscal year (September 1 through August 31), prorated based on their regular work schedule. One day is credited on September 1st for each full quarter an eligible employee is scheduled to work. Unused Employee Choice Days do not roll over to the next year and are not paid out upon termination of employment.

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, stepparents, spouse's parents, siblings, stepsiblings, employee's grandparents, and grandchildren. Extended family is defined as: aunts or uncles.



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.



Gym Memberships

Full-time employees are offered half-price membership to the YMCA (employee only). Your cost is payroll deducted. Contact HR for a referral letter.

Notary Services

MHMRCV provides free notary services to employees. Email ahernandez@mhmrcv.org to setup an appointment.

MHMR Concho Valley
My Health My Resources