

# EMPLOYEE BENEFITS OVERVIEW

*Non Exempt Employees \*\*Benefits to start the 1<sup>st</sup> of the month after successful completion of introductory Performance Appraisal\*\**

| <u>HIRED BEFORE 7/1/99</u>  | <u>HIRED AFTER 7/1/99</u>  |
|---|--|
| <b>ANNUAL LEAVE/VACATION</b><br>Regular Full Time (40 hrs/wk)<br>First 3 Years:                     8 hrs/month<br>3 Years + 1 day-6 Years:       10 hrs/month<br>6 Years + 1 day or more:       12 hrs/month<br>Regular Part Time (32-39 hrs/wk)<br>Pro Rated<br>CAP = 20 days (160 hours)   | <b>ANNUAL LEAVE/VACATION</b><br>Regular Full Time (40 hrs/wk)<br>First 3 Years:                     6.6 hrs/month<br>3 Years + 1 day-6 Years:       10 hrs/month<br>6 Years + 1 day or more:       12 hrs/month<br>Regular Part Time (32-39 hrs/wk)<br>Pro Rated<br>CAP = 20 days (160 hours)  |
| <b>SICK LEAVE</b><br>Regular Full Time (40 hrs/wk)<br>8 hrs/month<br>Regular Part Time (32-39 hrs/wk)<br>Pro Rated<br>CAP = 12 wks (480 hrs) (1) 8 hour day of vacation will be credited for every four (4) 8 hour days of sick leave earned, but not utilized, by the employee within a calendar year (a maximum of three (3) days may be earned). | <b>SICK LEAVE</b><br>Regular Full Time (40 hrs/wk)<br>First 3 Years                         4 hrs/month<br>3 Years + 1 day or more         8 hrs/month<br>Regular Part Time (32-39 hrs/wk)<br>Pro Rated<br>CAP = 12 wks (480 hrs) One (1) 8 hour day of vacation will be credited for every four (4) 8 hour days of sick leave earned, but not utilized, by the employee within a calendar year (a maximum of three (3) days may be earned). |
| <b>PERSONAL DAY</b><br>Regular Full Time (40 hrs/wk)<br>8 hrs/quarter<br>Regular Part Time<br>Pro Rated<br>Must be used in conjunction with regular time off, and within the quarter in which it is earned.<br>Cannot be accumulated  | <b>PERSONAL DAY</b><br>Regular Full Time (40 hrs/wk)<br>First 3 Years                         2 (8-hour) days/year<br>(8 hrs for first ½ yr<br>8hrs for second ½ yr)<br>3 Years + 1 day or more         1 (8-hour) day/quarter<br>Regular Part Time (32-39 hrs/wk)<br>Pro Rated<br>Must be used in conjunction with regular time off (and within the six-month period in which it is earned.)     Cannot be accumulated.                     |

## STANDARD BENEFITS

**All benefits with the exception of Health Insurance are pro-rated for employees who regularly work from 32-39 hrs per week.**

### HEALTH INSURANCE

Medical/Prescription  
 Agency Pays:             \$489.30(Employee only)  
 Employee Pays:         \$533.35 (Spouse)  
                                   \$420.81 (Children)  
                                   \$959.04 (Family)

Dental: Separate Policy - Employee Responsible to pay  
 Vision: Separate Policy - Employee Responsible to pay

### RETIREMENT

Voluntary contributions maybe made at anytime after date of hire.  
 Agency Contribution to Retirement Fund  
     First 3 years:                     5%  
     3 Years + 1 day or more:       7.5%  
     6 Years + 1 day or more:       10%

Not fully vested until the 1<sup>st</sup> of the month following 3 full years of service. (effective 7-01-07)

### TERM LIFE INSURANCE

Group Term Life Insurance is available to employees, spouses, and children.

### CAFETERIA PLAN

Employees may deduct qualified expenses pre-tax, including medical expenses, health insurance premiums, and childcare.

### FAMILY TREATMENT

Immediate family members (spouse, children, mother/father, grandfather/grandmother, grandchildren, brother/sister, and spouse's mother/father) with approval of immediate supervisor.

### HEALTH CLUB

Elkhorn Athletic Club or YMCA membership including Main Street Gym.  
 Fees vary: See Payroll Clerk

### HOLIDAYS

Employees who work on holidays (designated by the agency only) will earn an additional day (8 hrs) of vacation time. (Pro-rated for 32-39 hrs/wk) The following will be the paid holidays for this agency.

|                       |                         |                               |
|-----------------------|-------------------------|-------------------------------|
| <i>New Year's Day</i> | <i>Fourth of July</i>   | <i>Martin Luther King Day</i> |
| <i>Labor Day</i>      | <i>President's Day</i>  | <i>Veteran's Day</i>          |
| <i>Memorial Day</i>   | <i>Thanksgiving Day</i> | <i>Christmas Day</i>          |

### MATERNITY/PATERNITY LEAVE

Granted in accordance with State and Federal Law.

### MILITARY LEAVE

Granted in accordance with State and Federal Law.

### BEREAVEMENT LEAVE

Maximum of three (3) working days for any member of employee's family (spouse, children, mother/father, grandfather/grandmother, grandchildren, brother/sister, and mother/father of employee's spouse) with approval of immediate supervisor.

### JURY DUTY

Granted leave with pay. Reimbursement (excluding out-of-county reimbursement for mileage paid by the court) shall be transferred to the Agency.

### OTHER

Subject to approval of Board of Directors, upon recommendation of Chief Executive Officer.

\*\*\*\*\* One (1) day of vacation earned for every four (4) days of sick leave earned but not utilized within a calendar year. Vacation days to be used within the following year.

\*\*\*\*\* Eligibility for annual leave, sick leave, bereavement leave, health insurance, life insurance, holidays, Cafeteria Plan, and health club benefits becomes effective the first of the month following 3 full months of employment and after successful completion of the 90-day Introductory Period and a satisfactory Performance Evaluation.

\*\*\*\*\* Eligibility for Retirement begins on the 1<sup>st</sup> day of the month after one year's employment from the hire date.

Example: Hire Date = 8/12/00  
 90 Day Intro Period Ends = 11/12/00  
 Date of Regular Hire = 11/26/00  
 Eligible for Health Insurance = 12/1/00  
 Eligible for Retirement @ 5% = 9/1/01

Revised 7-5-11

