



# Community Care, Inc.

## *Benefits At A Glance*

### **Benefits for Full-Time Employees**

Full-time employees are eligible to enroll in the following benefits, which will begin on the first day of the month following 90 days of full-time service.

#### **Health, Dental and Vision Insurance**

Our Health Plan uses a PPO (Preferred Provider Organization) network to keep health care costs as low as possible. Affordable premiums are taken by pre-tax payroll deduction from every paycheck (26 times per year). New participants are subject to a pre-existing medical condition provision, unless proof of creditable prior coverage is provided. Employees may choose from four levels of coverage for medical, dental, and/or vision coverage.

#### **Flexible Spending Plan**

Full-time employees with predictable health care or day care expenses may elect to set aside funds by payroll deduction, on a pre-tax basis, to pay for qualifying expenses. This results in a tax savings for the employee.

#### **Life Insurance**

Community Care provides a \$25,000 term life insurance policy for every full-time employee, at no cost to the employee. Additional coverage is also available for up to five times the employee's annual salary. Premiums for this voluntary life insurance are paid by payroll deduction once a month (from the first paycheck of each month). Employees who elect voluntary life insurance may also choose coverage for their spouse and eligible children.

#### **Disability Income**

Community Care provides a short-term and long-term disability income benefit to full-time employees at no cost to the employee. This benefit provides an income equal to a percentage of an employee's regular pay during periods of disability. Medical certification is required.

#### **PTO (Paid Time Off)**

PTO begins to accrue as soon as an employee starts work. Full-time employees working 40 hours per week accrue 20 days of PTO during their first year. The PTO bank does not include holidays (except for a "floating" holiday, Martin Luther King Day). PTO is used to pay employees for time not worked. Employees are eligible to use PTO after 90 days of employment.

#### **Paid Holidays**

Full-time employees are paid for the following holidays:

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

This benefit begins on the 91<sup>st</sup> day following an employee's start date.

#### **Benefit Enrollment**

Full-time employees should schedule a benefits enrollment meeting with the Human Resources Director following 60 days of employment, to ensure timely enrollment in benefits.

## **Benefits for Part-Time Employees**

### **Limited Benefit Health Plan**

Part-time employees are eligible to participate in a limited benefit health plan, which features discounted health care costs, and limited health, dental and prescription benefits, as well as life and accidental death coverage. Coverage is available on the first day of the month following 30 days of employment. Premiums are taken by payroll deduction 24 times per year (1<sup>st</sup> two pay checks of each month). Employees may opt to have premiums taken pre-tax, if desired.

### **PTO (Paid Time Off)**

PTO begins to accrue as soon as an employee starts work. For part-time employees, the amount accrued is based on the number of hours worked. PTO is used to pay employees for time not worked. Employees are eligible to use PTO after 90 days of employment.

## **Benefits for All Employees (Full-Time and Part-Time)**

### **403(b) Retirement Plan**

Effective upon employment, employees may participate in our 403(b) plan by electing to contribute a percentage of their pay, pre-tax, to a retirement account. Employees who complete 1000 hours of service prior to their first anniversary, and who complete enrollment procedures, will have an amount equal to 2.5% of their income deposited biweekly into their account, by Community Care.

### **Evaluations**

Performance evaluations are done when employees reach the 6-month anniversary of hire, and thereafter on annual anniversaries of the hire date.

### **Sign-on Bonus**

A \$300 sign-on bonus is paid to every employee after 180 days of employment.

### **Referral Bonus**

Employees are encouraged to refer applicants for employment. When an applicant states on their application that they were referred by an employee, and is subsequently hired and is still employed after 90 days, a \$100 bonus will be paid to the referring employee. (Some restrictions apply; see policy).

### **Employee Assistance Program (EAP)**

Following 90 days of employment, a confidential counseling and referral service is available to all employees and their family members.

### **Hepatitis B Vaccine**

Staff may request the Hepatitis B series of vaccinations and receive them free of charge.

### **Tuition Reimbursement**

Following 18 months of employment, employees may pursue related courses of study and apply for tuition reimbursement. Up to \$750 per semester, up to two times per year, may be reimbursed for qualifying, pre-approved tuition and book expenses.

### **Training**

Community Care bears the cost of Orientation and training for all employees in CPR, First Aid, Universal Precautions, Mandt, Dependent Adult Abuse & Child Abuse, and other required in-services. Employees are paid their regular wages while attending these trainings.

### **Mileage Reimbursement**

Staff are reimbursed for mileage incurred when using their own car for work purposes (when an agency vehicle is not available).

### **Bereavement Leave**

Up to 3 days of bereavement leave is provided in the event of the death of a family member. Bereavement leave is paid, if PTO is available.

### **Direct Deposit**

Effective upon employment, employees may authorize their payroll check to be directly deposited into their personal bank account. It is possible to split a direct deposit into two or more accounts, to facilitate a personal savings program.

### **Recreational Activities**

All employees are invited to participate in Community Care sponsored activities, such as picnics, annual dinner meetings, and holiday parties.