

Employee Benefits

Know your perks.
Know your worth.



Retirement Plan:

Employees 21 years of age or older are enrolled in the Center's Retirement Plan on the 1st of September following six months of employment. After entering the Plan and, as long as you are eligible, the Center contributes 4% of your annual gross salary.

Vesting in the Plan is based on years of service. After six (6) years of full-time service, you are 100% vested.

For more information regarding the Retirement Plan, please see Human Resources.

457:

The 457 Plan is a form of retirement that allows you to invest your own funds on a tax-deferred basis. You may contribute, through payroll deduction, any dollar amount up to a maximum of 33 & 1/3% of your salary. You are always 100% vested in the money you contribute.

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%.

Cafeteria Plan:

This Plan allows you to use your own pre-tax dollars by payroll deduction to pay for eligible expenses as listed below. Paying less tax dollars means that your out-of-pocket costs will be less.

- Health Care Reimbursement

Under this section of the Cafeteria Plan, you may have money deducted from your paycheck before taxes to pay for eligible expenses such as

deductibles, co-payments and "per visit fees."

- Health Savings Account (HSA)

This is an alternative to traditional health insurance; it is a savings product that offers a different way to pay for health care. HSA's enable you to pay for current health expenses and save for future qualified medical and dental expenses on a tax-free basis. Currently, the HSA premium costs less per month than the traditional insurance premium. The Center contributes the difference for employees who participate in the Center's HSA. You may contribute your own dollars tax-free through payroll deduction.

- Health Insurance Premiums

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

- 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. Premiums for supplemental insurance are through payroll deduction and some types of these insurances qualify for pre-tax through the Cafeteria Plan.



Health Insurance:

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

The Center offers a Plan at no expense to eligible employees. Buy-up and HSA plans are also available.

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 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.

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.

Dependent Life Insurance:

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



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. For more information, contact Human Resources.

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. Your insurance card provides an 800 # to call or you may go on-line to register your account.



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:

Eligible employees may take up to three days with pay for a death in their immediate family. Immediate family is defined as: spouse, children, spouse's children, parents, spouse's parents, siblings, and employee's grandparents, grandchildren or aunt or uncle.

Paid Holidays:

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

listed below. 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 1st 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.

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 |



Employee Assistance Program (EAP):

The Center's EAP is designed to provide support for full time employees who are experiencing a situation that interferes with job performance by offering professional counseling. Employees are allowed up to three visits at Center expense with an LPHA. Additional visits may be approved.



Employee Recognition:

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

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|------------|-------|
| • 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.

Each month there is also a Lotto Lunch. Five employee names are drawn to have lunch with the Executive Director at a local restaurant. This provides staff an opportunity to interact with their peers. Lunch is paid for by the Center.

Workplace Wellness



Healthier & Happier
Workplaces

Gym Memberships:

Full time employees are also offered a half price membership to the YMCA.. Your cost is by payroll deduction. See Susan Daniel in HR for more information.

**Human Resources Department
01-01-2020**

