

Employee Benefits Overview*

Temporary Employee – No Benefits

Regular Part Time Employee

- ☞ **Sick** – Sick time will be calculated at 90 days of employment and then based on hours worked each pay. May accrue a maximum of 20 days.
- ☞ **Vacation** – Credited upon successful completion of probationary period (5 days prorated); then remainder at one year anniversary; may accrue a maximum of 35 days (prior approval required). Vacation time is then calculated on an annual basis. The previous year's total compensated hours (from anniversary date to anniversary date) will be calculated. This number will be divided by 1950 hours times the applicable full time vacation hours allocation.
- ☞ **Holidays** – Five hours of holiday pay for Thanksgiving, Christmas Day, New Year's Day if here 3 months (6 pay periods) or more and averages at least 17.5 hours per week.
- ☞ **Personal Business Day** – 2 days per calendar year deducted from sick bank
- ☞ **FMLA** – 12 weeks per year; must have worked at least 1,250 hours in previous 12 months for current employer
- ☞ **457(b)- Retirement Savings** – Nationwide & VALIC
- ☞ **Medical, Dental & Vision** – Can buy at 100%. All benefits effective first of the month following one full month of employment.
- ☞ **Funeral Leave** – Per Union Contract

Refer to Union Contract for Complete Benefit Information

Regular Full Time Employee

- ☞ **Sick** – Earn 3.4615 hours per pay (credited after 90th day); eligible to use upon satisfactory completion of 90 calendar days of employment; may accrue a maximum of 30 days
- ☞ **Vacation** – Credited upon successful completion of probationary period (5 days); then 5 more at one year anniversary; may accrue a maximum of 35 days (prior approval required to use vacation time)
- ☞ **FMLA** – 12 weeks per year; must have worked at least 1,250 hours in previous 12 months for current employer
- ☞ **Short Term Disability** – If condition eligible, (after being off 20 consecutive working days with or without the use accrued time), entitled to 66 2/3% of pay for up to 6 months.
- ☞ **Long Term Disability** – Employer paid coverage for up to 5 years, if condition eligible, 66 2/3% salary (option to buy up at employee expense).
- ☞ **Medical, Dental & Vision** –
 - Medical - Blue Cross/Blue Shield
 - Dental – Delta Dental
 - Vision - EyeMed(See Employee Benefit Enrollment Guide for plan offerings). All benefits effective first of the month following one *full* month of employment.
- ☞ **Life** – Lincoln Financial (term life insurance)
- ☞ **Flexible Compensation Plan** – Flexible benefits package through WEX (e.g., uninsured health care & dependent care accounts). **Health Savings Account (HSA)** is available to employees who participate in Qualified High Deductible Health Plan (QHDHP).
- ☞ **Retirement** – See Attached Retirement Plan Options 1/1/2016 document
- ☞ **Deferred Comp** – Nationwide and Corebridge
- ☞ **Personal Business Day** – 2 days per calendar year deducted from sick bank with option of using additional if sick bank is maxed out
- ☞ **Holidays** – 12 paid holidays per year
- ☞ **Social Security Alternative** – Corebridge – manages investments which are directed by employee
- ☞ **Funeral Leave** – Per Union Contract

Refer to Union Contract for Complete Benefit Information



* This represents an overview; deference is given to the language of the Union Contract.