

CHILDSERV
SUMMARY OF EMPLOYEE BENEFITS

A complete statement of personnel policies and practices is located in the Employee Handbook

ORIENTATION PERIOD	Six (6) months of continuous employment.
SALARY	Paid semi-monthly (15 th & last day of month).
SICK DAYS	Earn one (1) sick day per month worked. Accrued sick days may be taken after completion of orientation period. Maximum Accrual: 90 days.
VACATION DAYS	Paid Vacation is on a non-accruing basis, that must be taken within the Agency's fiscal year of July 1 st – June 30 th . See employee handbook for detailed information.
PERSONAL DAYS	Earn one (1) day after completion of orientation period. Earn three (3) days on annual anniversary date, which must be used by the following anniversary date. Personal days do not accumulate.
HOLIDAYS	Ten (10) paid holidays per year. See Handbook for detailed list.
401(K)	Eligible to participate after 6 months of continuous employment. Automatic 2% contribution. Open enrollment occurs four times a year, January 1, April 1, July 1 and October 1. The agency may contribute and match your contribution by a percentage determined by the Board of Trustees.
GROUP INSURANCE PLANS	<p>CAFETERIA PLAN - Employees receives credits to purchase Health Insurance, Dental Insurance, Life Insurance, Supplemental Life Insurance, Vision Insurance, Short Term Disability Insurance, Cancer Insurance and Critical Illness Insurance.</p> <p>Health and Dental- Coverage begins 1st of the month following 30 consecutive days of employment.</p> <p>Life and AD&D- Coverage begins 1st of the month following 30 consecutive days of employment. Benefit is 2X gross annual salary, up to a maximum of \$50,000.00 for non-exempt employees and up to \$ 100,000.00 for exempt employees.</p>

HEALTH, DENTAL & VISION INSURANCE ~ EMPLOYEE PREMIUMS: PER PAY PERIOD

	HUMANA		DELTA DENTAL		VSP
	<u>HMO</u>	<u>PPO/PCA</u>	<u>DHMO</u>	<u>PPO</u>	<u>Vision</u>
Employee Only	204.93	261.09	9.55	13.38	3.74
Employee & Spouse	409.68	518.51	17.66	26.76	5.98
Employee & Child(ren)	389.21	496.93	19.94	26.80	6.11
Employee & Family	655.38	777.40	28.06	56.79	9.85

VOLUNTARY BENEFITS

- Dental Insurance – Available to employees and dependents.
- Vision Insurance – Available to employees and dependents.
- Short Term Disability Insurance – Available to employees at 66.67% of weekly salary
- Critical Illness Insurance – An one time lump sum benefit from \$ 25,000.00 or \$ 50,000.00
- Supplemental Life Insurance – Available to employees and dependents.

Questions? Call Gail Jones, Benefits Coordinator, at (773) 867-7324.