

# CENTER FOR INDEPENDENCE

## SUMMARY OF BENEFITS

The Huron Area Center For Independence provides benefits to eligible employees without regard to sex, race, color, religion, national origin, age, disability, or status as a Vietnam Era or Special Disabled Veteran.

BENEFIT	ELIGIBILITY	WHAT YOU RECEIVE
PAID VACATION LEAVE	Hours will accumulate immediately but may not be taken until you have 3 months of continuous employment. Supervisory approval is required.	Accumulation Rate: 8 hrs/mth for 1 - 3 yrs 10 hrs/mth for 4 - 7 yrs 12 hrs/mth for 8 - 10 yrs 14 hrs/mth for 11+ yrs Maximum Accrual = Accrual for 18 Months.
HOLIDAYS: New Years Day July 4 <sup>th</sup> Thanksgiving Day And Friday Christmas Eve Day Christmas Day	Immediately upon employment.	All eligible employees complete a Leave Request Form for each of the observed holidays when they fall on a scheduled workday.
FLOATING HOLIDAYS	Hours will accumulate and will be available immediately with supervisory approval.	All eligible employees receive 6.67 hours of holiday time on the first day of each month.
EMPLOYEE SICK LEAVE	Immediately upon notification of supervisor. When there is a disabling illness or injury of employee and or medical appointment for employee.	Accrual rate is 4 hours per month. (480 Max.) BONUS - during 12 consecutive months of employment, if one day or less of sick leave is used from July 1- June 30, 8 hours of vacation leave is awarded.
SICK LEAVE TO CARE FOR SPOUSE, ADULT CHILDREN OR PARENTS	Immediately with supervisory notification when spouse, adult child or parent is hospitalized.	Up to 24 hours of sick leave with supervisor approval.
SICK LEAVE TO CARE FOR CHILDREN	When sick leave accrual is more than 96 hours and supervisor is notified.	May use sick leave to remain home with ill child or take child to medical appointment.
GROUP INSURANCE PROGRAM: Health Dental Life Vision	The first day of the month following 30 days of continuous employment.	Life Insurance for the employee provided by the agency at no cost to the employee. Dental/Vision/Health/Voluntary Life Insurance may be purchased by employee.

RETIREMENT PLAN	Within first 30 days of employment for employees who are scheduled for more than 20 hours/week.	Contributions to the plan are made with pre-tax or post tax dollars. Employer contributes 1% match of wages. Will also match up to an additional 5% of employee contribution.
SECTION 529 COLLEGE SAVINGS PLAN	Within first 30 days of employment for employees who are scheduled for more than 20 hours/week.	The Agency sponsors a Section 529 College Savings Plan that can be set up through our Retirement Plan Representatives. Contributions are made directly from your bank account to a tax-free college savings plan.
CAFETERIA PLAN	The first day of the month following 30 days of continuous employment.	Insurance Premium paid by the employee with pre-tax dollars. Health Savings Account pays eligible medical expenses with pre-tax dollars.
FUNERAL LEAVE	Immediately. Supervisory approval is required.	Up to 40 hours of leave possible.
FAMILY/MEDICAL LEAVE	Following 12 months of employment and 1,250 hours of work, following a 30-day notice and supervisory approval.	Retention of employment status. Accrued sick/vacation leave is used before going to non-paid status. Total of 12 weeks (480 Hours)/year measured by a rolling calendar.
EDUCATIONAL ASSISTANCE –	Full Time: After 1040 hours of employment. Must maintain a (B) average. Apply to the ASO. Part time: under age 24, working part time and attending post secondary schooling.	Full time: One half of tuition and books up to \$600 per semester or \$400 per quarter or time off not to exceed 3 hours per week. Part time: earn \$1.00 for each hour worked, max of \$1200.00/year.
RECREATION CENTER MEMBERSHIP	On the first of the month following employment date.	Receive 15% corporate discount plus the following: FT/PT - Payroll deduction. TEMP. - No payroll deduction.
SCHOLARSHIP FUND	Immediately. Student must be dependent of FT employee and registered to attend a post-secondary undergraduate program.	Minimum \$50 to maximum \$700 Scholarship dependent on amount of Fund and number of applicants. Paid to student.
CIVIC LEAVE	Immediately when notice to report for jury duty or subpoena to appear as a witness is submitted to supervisor and approved by the CEO.	Leave without loss of employment status and compensation equal to the regular rate of pay.