



Employee Benefit Summary

Benefit	Full Time	Part Time	Effective Date
* Health Insurance 500/1000 Deductible Wellness: Physical Exams Well Baby Care Prescription Coverage <	Staff Contribution/month: pre-tax Single 25% Family 25% Unlimited with copay (no deductible) Pays all expenses until 5 th birthday Staff pay \$15/30 day Presc. If generic, \$30 for a 90 day supply via mail order.	Not Available	1 st of month following 30 days of employment
* Dental Insurance	Staff contribution/month: pre-tax Single 25% Family 25%	Available	1 st of month following 30 days of employment
* Term Life Insurance	\$50,000 with premium paid by employer. More available – staff paid.	Not Available	1 st day of month following 30 days of employment
* Long Term Disability Insurance	Tax – free salary after 3 months of continuous disability	Not Available	1 st of month following 30 days of employment
* Worker’s Compensation	Wage and medical expense reimbursement for qualified work related injury/illness.	Wage and medical expense reimbursement for qualified work related injury/illness.	Immediate
* 403b Retirement Plan (employer paid)	Employer Contributions after: 24 months 3% 48 months 5% 72 months 7% 96 months 9%	Not Available	After 24 months of full time employment
* 403b Retirement Plan (employee paid)	Employee tax-sheltered contributions	Employee tax-sheltered contributions	Immediate
* Cafeteria Plan Account (\$26 Annual service fee)	Pre-tax dollars set aside to cover Day Care and Medical costs. (voluntary deduction)	Same benefit for staff employed 20 or more hours/week.	Staff set deductions before Dec. 15 each year.
* Paid Vacation	Years 1+2= 2 weeks Years 3+4= 3 weeks Years 5+ = 4 weeks	Partial benefit for > 20 hours scheduled/ week	Immediate
* Personal Leave	Two paid days annually	Partial benefit for >20 hours scheduled/week	Immediate
* Paid Holidays	7.5 days paid annually	Partial benefit for >20 hours scheduled/week	Immediate
* Paid Sick Leave	Accumulated at 1 day/month	Partial benefit for >20 hours scheduled/week	Immediate
* Funeral Leave	Paid up to 3 days	Partial benefit for >20 hours scheduled/week	Immediate
* Leave of Absence	Reason Specific	Reason Specific	Immediate
* Jury Duty	Paid, employee reimburses agency jury duty pay	Unpaid leave available	Immediate
* Mileage/Meal Reimbursement for Business Related Expense	Mileage for use of vehicle. Other expenses with approval & receipt.	Mileage for use of personal vehicle or rental car fee and fuel. Other expenses with approval & receipt	Immediate
* Flu Shots	Provided at no staff charge	Provided at no staff charge	Seasonal
* Employee Fitness Reimbursement Plan	CCB Reimburses 50% (up to \$30/mo) of fitness center membership fees.	Same benefit for staff employed 20 or more hours/week	FT- Immediate PT-after 12 months
* Direct Deposit of Paycheck	CCB Paid	CCB Paid	Immediate
* Notary Service	CCB Paid	CCB Paid	Immediate

Benefits as of 1/1/13, may be changed without prior notice by management.