



# Community Action Benefits Package : 2011-12

*Unless otherwise indicated, all benefits listed below apply to all regular status employees with a full-time equivalency (FTE) of .50 or higher.*

## **HOLIDAYS**

✓ Community Action recognizes twelve paid holidays each year:

- |                            |                        |
|----------------------------|------------------------|
| New Year's Day             | Columbus Day           |
| Martin Luther King Jr. Day | Veteran's Day          |
| President's Day            | Thanksgiving           |
| Memorial Day               | Day after Thanksgiving |
| Independence Day           | Christmas Eve          |
| Labor Day                  | Christmas Day          |

## **VACATION LEAVE**

✓ Accruals are credited per pay period and based on length of service. Accruals begin with first day of work but not available for use until completion of the 90 day Introductory Period. For new staff the per pay period accrual begins at a rate which will accumulate 2 weeks per year. Employees with a FTE of less than 1.0 will earn vacation leave on a prorated basis.

## **PERSONAL DAY**

✓ The Personal Day allows eligible employees to have an additional day of paid leave to cover absences for personal reasons such as religious observances or to supplement vacation, sick and holiday pay. Credited on the 1<sup>st</sup> day of fiscal year and must be used by the last day of the fiscal year. New employees must complete their 90 day Introductory Period before the Personal Day is available.

## **SICK LEAVE**

✓ Paid sick leave accrues are a per pay period basis at a rate which will accumulate 12 sick days per year. Employees with a FTE of less than 1.0 accrue sick leave on a pro rated basis.

## **HEALTH CARE & DENTAL CARE** (Coverage begins on the first of the month following 60 days from date of hire.)

- ✓ Kaiser Permanente
  - Traditional HMO Medical Plan
  - Added Choice Point of Service Medical Plan
  - HMO or PPO Dental Plan Options

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### **LONG TERM DISABILITY**

- ✓ Provided through Standard Insurance
  - (LTD) insurance provides a percentage of pre-disability earnings for eligible employees with covered disabilities after a 30 day waiting period.

### **EMPLOYEE ASSISTANCE PROGRAM**

- ✓ (EAP) offers support, guidance and resources that can help employees resolve personal issues and meet life's challenges via confidential services.

### **TRAVEL ASSISTANCE**

- ✓ MEDEX Travel Assist helps you cope with emergencies when you travel more than 100 miles from home or internationally for trips of up to 180 days.

### **LIFE INSURANCE**

- ✓ Standard Life Insurance
  - Basic Term Life Insurance provides a benefit in the event of an eligible employee's covered death. Basic Accidental Death and Dismemberment (AD&D) Insurance is included and may provide an additional benefit amount in the event of a covered death or dismemberment as a result of an accident.

### **RETIREMENT SAVINGS PROGRAM - (AVAILABLE TO ALL EMPLOYEES – A Minimum Contribution of \$200 Per Plan Year is Required to Participate)**

- ✓ Community Action offers employees the opportunity to make pre-tax contributions Community Actions 403(b) Retirement Plan through Lincoln Financial Group. This plan is administered in compliance with the Employee Retirement Income Security Act of 1974 (ERISA). Each plan year, Community Action may provide a discretionary match opportunity to the plan.

### **DIRECT DEPOSIT - (AVAILABLE TO ALL EMPLOYEES)**

- ✓ Your paycheck can be directly deposited into your checking or saving account rather than issuing you a paycheck through the mail.