

Benefit Highlights – Full-Time Employees

Coverage begins the first of the month following date of hire unless specified below.

Medical

Provider: Coventry

- Base QHDP (PPO) & Buy-Up Plan (POS) are offered.

Dental/Vision

Provider: Guardian

- In-Network and Out-of-Network benefits are offered.

Life Insurance & ADD

Supplemental Life Insurance

- 100% employer-paid coverage provided at two times the annual salary up to a maximum of \$200,000.

- Employee can purchase supplemental life insurance for themselves and add coverage for a spouse or child(ren) at reasonable rates.

Disability Insurance

- Short-term Disability: 100% employer-paid coverage – 60% of monthly income, after 14 days of disability (through 90 days disability)

- Long-term Disability: 100% employer-paid coverage – 60% of monthly income, after 90 days of disability

Flexible Spending Accts

- Medical – Maximum Allowed: \$3,000

- Dependent Care - \$5,000

Health Savings Account

- Employee is eligible to participate in the HSA with the Qualified High-Deductible Health Plan.

- Pro Pay contributes bi-weekly to participants' accounts accordingly

AFLAC

- Plans offered: Accident, Cancer, and Specified Health Event (100% Employee Paid)

401(k) Plan

- Eligibility: 1st of the month after completing one year of service

- Bi-Weekly employer match of 100% up to 4% of employee deferral

- Employer annual contribution of 3% of pay for eligible employees

Paid Time Off

- Hours accumulated are applied to all non-worked hours (vacation, sick, personal, and holidays)

- Hours are accumulated on a bi-weekly pay period basis as follows:

- 3.385 hours per pay period first 12 months
- 5.231 hours per pay period second 12 months
- 6.769 hours per pay period beyond two years

Volunteer Time Off

- Employees may take up to eight (8) hours off during their work week per calendar year to perform community service work for non-profit organizations.