

# EMPLOYEE BENEFIT SUMMARY



## HOLIDAY SCHEDULE

11 Designated Holidays (Eligible at Date of Hire)

### HOLIDAYS OBSERVED

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Thanksgiving (2days)
Memorial Day	Christmas
Independence Day	*1 FLOATING HOLIDAY

\*The floating holiday may be used at each employees discretion, with supervisory approval. Floating Holiday will not be honored for employees hired after June 30th, 2009

## VACATION/SICK

### Regular Full-Time Hourly:

<u>Years of Employment</u>	<u>Weeks</u>	<u>Hours/Year</u>
0-5 years	2	80 Hours
6-15 years	3	120 Hours
16-25 years	4	160 Hours
26+ years	4.5	180 Hours

### Regular Full-Time Salary:

<u>Years of Employment</u>	<u>Weeks</u>	<u>Hours/Year</u>
0-5 years	3	120 Hours
6-15 years	4	160 Hours
16-25 years	4.5	180 Hours
26+ years	5	200 Hours

**Sick Pay:** Each employee will receive 12 sick days which accrue annually with additional vacation bonus for low to no usage of sick time.

## 403B

In an effort to assist our employees properly plan for the future, CNHC offers outstanding tax-deferred retirement savings plan (403b) through AIG-VALIC. Employees are eligible to contribute on the date of hire. Employer contributions are made quarterly (2% of your salary) pending that budget/productivity goals are met.

## GROUP INSURANCE PROGRAMS

**Medical Benefits (HRA):** Generous employer contribution (80/20) for premium for your plan of choice of medical insurance plans for Full-time employees.

Selected Medical/Dental/Vision benefits will start the first day of the month following your date of hire. Semi-Monthly Premiums are as follows:

<u>Coverage Type</u>	<u>Bi-Weekly Deduction</u>
Employee Only	\$41.23
Employee + Spouse	\$90.69
Employee + Children	\$74.21
Family	\$123.67

### Dental Benefits (Lincoln Financial) & Vision (VSP):

Employer/Employee (50/50) split premium for Dental insurance for employees who work 30 hours a week and above. Otherwise employees pay pro-rated based upon FTE. Semi-Monthly premiums are as follows

<u>Coverage Type</u>	<u>Bi-Weekly Deduction</u>
Employee Only	\$6.31
Employee + Spouse	\$11.40
Employee + Children	\$12.71
Family	\$19.35

*\*Please note: explained in detail post hire. The above premiums are for Full-Time employees. For employees working 20-39 hours, your deductions will be slightly higher.*

### OTHER BENEFITS:

- Company paid Life, Accidental Death and Dismemberment Insurance
- Company paid Long-term and Short-term Disability Insurance
- Company paid premium Section 125 Flexible Spending Account (Medical, Dependant care and pre-tax Spending Account Plan option also available)

## EDUCATION ASSISTANCE

Columbus Neighborhood Health Center, Inc. encourages continued education for it's associates. As an employee, you are provided with the following educational assistance:

**In-Service Training:** Work related training or skills review provided at CNHC.

**Educational Reimbursement:** Cost sharing for college credit course work related to continued employment. CNHC will reimburse 50% of tuition, books and fees up-to an annual limit.

**Physician, Dentist, Nurse Practitioner, Midwife:** All Physicians, Dentists, Nurse Practitioners and Midwives are required to pursue continuing education to maintain all relevant professional licensure and certification and are encouraged to be active members of professional organizations.

▪ **Annual Limit: \$3,000 and 5 days leave**

**All other exempt/salaried staff:** These healthcare professionals and administrative staff are required to pursue continuing education, to maintain all relevant professional licensure and certification and encouraged to be active members of professional organizations in their career field.

▪ **Annual Limit: \$800 and 4 days leave**

**Non-exempt/hourly staff:** All staff in these positions will be encouraged to pursue job related continuing education.

▪ **Annual Limit: \$300 and 3 days leave**

## EMPLOYEE ASSISTANCE PROGRAM

CNHC employees who are covered under the healthcare plan are also eligible for a full-service Employee Assistance Program. Members can receive confidential help in coping with family problems, substance abuse, financial difficulties, legal difficulties and other concerns by calling a toll free number or scheduling a face-to-face consultation.

## EMPLOYEE PERKS/DISCOUNTS

CNHC values our employee's hard work and dedication. We are in the process of adding to our Employee Perks Program so we are able to offer you savings on a variety of consumer needs! Please visit HR to obtain information on the following

Perks/Discounts:

\**Worksite Wellness*

\**Direct Deposit*

\**Various discount opportunities with local banks and credit unions*

\**Mileage Reimbursement*

\**COESRA Membership*

*and more.....*



Questions? Contact HR 614-645-5500