

## **BENEFIT SUMMARY SHEET**

### **TIER II EMPLOYEES HIRED ON OR AFTER 1/1/12**

**HOLIDAYS** – 12 PAID holidays (7 fixed and 5 floating\*)

\*Floating holidays will be prorated based on the completion of your 90 day probationary period

#### **VACATION**

NON-EXEMPT: Hire to 2 years - 1 week accrued annually  
After 2 years to 4 years - 2 weeks accrued annually  
After 4 years to 8 years - 3 weeks accrued annually  
After 8 years - 4 weeks accrued annually

EXEMPT: Hire - 5 years - 3 weeks accrued annually  
After 5 years - 4 weeks accrued annually

**SICK LEAVE** – ½ day accrued per month for the first five years of employment. Upon completion of 5 years of employment, 1 day accrued per month.

**PERSONAL LEAVE** – Pro-rated portion after 90 days of employment and 3 days distributed annually on January 1<sup>st</sup> thereafter.

#### **TIME OF HIRE**

**EMPLOYEE ASSISTANCE PROGRAM** – Northern Employee Assistance Services provides confidential professional counseling and information services to help employees and eligible family members in the areas of: general stress, personal problems, marriage counseling, alcohol and drug abuse, family problems, job related counseling, parent-child problems, and credit counseling. Northern Employee Assistance Services has been contracted to provide employees and their dependents, at no cost, with confidential assessment and referral to the appropriate professional services.

**EMPLOYEE REFERRAL PROGRAM** – Should an employee make a referral for a new hire in any open position in the agency and that referral is successfully hired in a regular position and employed a minimum of 3 months, the referring staff member will receive \$150.

**DIRECT DEPOSIT OF PAYROLL CHECKS** – Free checking is offered by the following banks: Carthage Savings & Loan, Community Bank, Key Bank, M&T Bank, Watertown Savings Bank, Northern Federal Credit Union, AmeriCU Credit Union.

**PRESCHOOL DISCOUNT** – A 35% discount from the regular rate is offered to all regular employees who have children that attend our preschool programs.

**YMCA** – A 20% discount is offered to all regular employees who join the YMCA for a minimum period of 3 months. The employee may choose an Adult 1 or Adult 2, Senior, Single Parent, or a Family Membership. Membership includes the Fairgrounds YMCA and the Carthage YMCA. Employees must enroll for membership at the Downtown YMCA.

**PERSONAL INSURANCE** – **HAYLOR, FREYER, & COON** offers no-obligation auto, home, boat, renters, motorcycle and personal umbrella insurance quotes for regular employees. Insurance premiums can be paid through payroll deduction.

**VERIZON WIRELESS** – A 19% discount is offered to all employees on calling plans. Additional discounts are offered on accessories.

*Coverage will begin the first of the month following a 60 day waiting period from the first day of employment for all eligible employees. Contact Carlene Bates (Human Resources) to find out when your enrollment meeting will be. Applications will need to be completed and turned in 15 days prior to your effective date. Failure to meet the deadline will require you to wait for the annual open enrollment period to enroll. The only exception to this is loss of coverage on another plan through a qualifying event.*

### **ELIGIBLE BENEFITS AFTER 60 DAYS**

**HEALTH INSURANCE – MVP. Preferred High Deductible EPO.** Regular employees are offered employee, employee/spouse or employee/child, and family coverage. The agency makes a contribution of \$5,756.86 employee, \$7,461.02 employee/spouse or employee/child, and \$9,038.22 family coverage for employees 2 years and under and \$5,256.86 employee, \$6,961.02 employee/spouse or employee/child, and \$8,538.22 family coverage for employees with the agency over 2 years.

**DENTAL INSURANCE – FIRST AMERITAS.** Two plans. Regular employees are offered employee, employee/spouse, employee/child(ren) and family coverage. The agency pays 50% of the annual premium. There are vision and prescription benefits fused in this plan.

**TERM LIFE INSURANCE – AETNA.** Available for regular employees and offered at 2 ½ times their base salary, to a maximum of \$100,000. Dependent coverage is available for \$2,000 for a spouse and \$1,000 for each child (15 days to 19 years of age – 25 full-time student). The agency pays 50% of the annual premium.

**PERSONAL LIFESTYLE PROTECTION CANCER PLAN – AFLAC** – Three levels are available for all regular employees.

**PERSONAL ACCIDENT INDEMNITY PLAN – ALFAC** - Pays benefits for out-of-pocket expenses related to an injury. Available for all regular employees.

**PERSONAL DISABILITY INCOME PROTECTOR – AFLAC** – Short-Term Disability protects your income by providing monthly benefit payments in addition to worker's compensation or New York State Disability. Available for all regular employees.

**NEW YORK STATE COLLEGE SAVINGS PLAN** – This program will be offered through Upromise Investments, Inc., with minimum contributions of \$15 per pay period. Federal taxes are deferred on college savings for a child, grandchild, relative or friend.

### **ELIGIBLE BENEFITS AFTER 1 YEAR**

**MUTUAL OF AMERICA – 403 (b) Plan**-- Contributions are based on a percentage of the employee's salary on a pre-tax salary reduction basis. After one year of service, the agency will match up to the first 3% of Employee Contribution; presently the match is up to 3%. The contribution rate by Jefferson Rehabilitation Center will be determined by the Board of Directors. *Please note: Employee contributions with no match can be started at hire. Employer matching will begin at one year of service.*

**TUITION REIMBURSEMENT** – Available for employees who have been with the agency a minimum of 1 year or more, have met or exceeded their job requirements and are interested in a course of study related to promotional opportunities within the Agency. The employee must have a commitment to remain with the Agency for 1 year following completion of the course. Should the employee leave prior to this they will be responsible for reimbursing the Agency on a prorated basis. Tuition reimbursement may be given up to \$1,500 per year.

### **ELIGIBLE BENEFITS AFTER 2 YEARS**

**MEDICAL FLEXIBLE SPENDING ACCOUNT / DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT – MVP.** Available for regular employees up to a maximum of \$2,500 for Medical Spending Account and \$5,000 for Dependent Care Account. Contribution is a pre-tax salary reduction plan to be used for out-of-pocket medical expenses incurred by the employee and their dependents and also for dependent care expenses.

**FLEXIBLE BENEFIT PLAN** – Upon completion of 2 years of employment, each employee will receive a benefit credit of \$1,600 per year to be used toward payment of eligible benefits. The Flexible Benefit Plan amount will be reduced to \$1,100 per year if the employee is not enrolled in the health insurance plan.

### **ELIGIBLE BENEFITS AFTER 5 YEARS OR MORE**

**LONGEVITY AWARDS** – Regular and contract employees who reach 5, 10, 15, 20, 25, 30, and 35 years with the agency during the calendar year will receive \$125 for every 5 years of service.