

# Employee Benefit Programs



## **Employee Benefits**

Eligible employees at Benedictine are provided a wide range of benefits.

Benefits' eligibility is dependent upon a variety of factors, including employee classification and number of hours and months worked.

The following benefit programs are available to eligible employees:

- Health, Dental, and Vision Insurance
- Short-Term Disability
- Long-Term Disability
- Life Insurance
- 403(b) Retirement Plan
- Dependent Care Benefits
- Educational Assistance
- Credit Union
- Employee Assistance Program
- Paid time off

Some benefit programs require contributions from the employee. Others are funded by contributions paid by Benedictine.

### **Health, Dental, and Vision Insurance**

Benedictine's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classification are eligible to participate in the plan on the first of the month following the completion of 30 days of continuous employment or at open enrollment (providing the employee has met the 30 days of continuous employment requirement):

- Full time 12-month and 12-month modified employees (and based on the insurance provider's definition of an eligible employee)

Benedictine pays a portion of the employee's medical, dental, and vision insurance premiums.

### **Short-Term Disability (STD)**

Benedictine offers a short-term disability plan to eligible employees who are unable to work because of a qualifying disability due to injury or illness. Employees in the following employment classification are eligible to participate in the short-term disability plan on the first of the month following the completion of 30 days of continuous employment, or at open

enrollment (providing the employee has met the 30 days of continuous employment requirement):

- 12-month and 12-month modified full-time employees (based on the insurance provider's definition of an eligible employee)

The cost of short-term disability insurance premiums is based on the employee's salary. Premiums are 100% paid by the participating employee via a payroll deduction.

## **Long-Term Disability (LTD)**

Benedictine offers a long-term disability plan to help eligible employees cope with an illness or injury which results in a long-term absence from employment. LTD is designed to ensure continuing income for employees who are disabled from their job and unable to work.

Employees in the following employment classification are eligible to participate in the long-term disability plan on the first of the month following the completion of 30 days of continuous employment or at open enrollment (providing the employee has met the 30 days of continuous employment requirement):

- Full time 12-month and 12-month modified employees (and based on the insurance provider's definition of an eligible employee)

The cost of the LTD insurance is based on the employee's age. Premiums are paid 100% by the participating employee via a payroll deduction.

## **Life Insurance**

Life insurance offers eligible employees and their family important financial protection. Benedictine provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Employees in the following employment classification are eligible to participate in the life insurance plan on the first of the month following the completion of 30 days of continuous employment (providing the employee has met the 30 days of continuous employment requirement):

- Full time 12-month and 12-month modified employees (and based on the insurance provider's definition of an eligible employee)

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Benedictine pays 100% of the premium for basic life insurance of \$15,000. Employees may purchase additional life insurance on themselves and/or their dependents. The employee pays 100% of the additional premium via a payroll deduction.

### **403(b) Retirement Plan**

Benedictine has established a 403(b) Retirement Plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 403(b) Plan, you must be 21 years of age or older. Employees 21 years or older may enroll in the 403(b) Plan on the first of the month following their date of hire. Eligible employees may participate in the 403(b) Plan subject to all terms and conditions of the plan.

The 403(b) Plan allows employees to elect how much salary they want to contribute and direct the investment of their plan account, so they can tailor their own retirement package to meet their individual needs.

Employees' contributions to a 403(b) Plan are deducted on a pre-tax basis and are not taken into account for federal and state tax withholding.

### **Dependent Care Benefits**

Through a Cafeteria Plan/Flexible Spending Account, Benedictine provides dependent care assistance to all full-time 12-month and 12-month modified employees as a benefit of employment.

Eligible employees can choose dependent care benefits from a list of options and contribute a part of their pre-tax salaries to a dependent care account, up to a maximum of \$5,000 per year (or the current maximum amount mandated by Federal regulation). This option allows employees to minimize the federal, Social Security, and state tax they must pay on dependent care dollars.

### **Educational Assistance**

Benedictine recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Benedictine.

Benedictine will provide up to \$3,000 per fiscal year (July 1 – June 30) for educational assistance to all full-time eligible 12-month and 12-month modified employees with course approval by their supervisor, manager, or director. Employees are eligible to participate in the Educational Assistance Plan following 90 days of employment.

## Credit Union

All Benedictine employees are eligible to join SECU Credit Union for an initial \$10 membership fee.

Some of the services SECU provides include checking and savings accounts, credit cards, consumer loans, mortgages, and home equity loans.

## Holidays

Benedictine will grant paid holiday time off to all full-time 12-month employees on the holidays listed below. Please note that this schedule may vary from year to year. In that event employees will be notified with ample notice.

- Good Friday (Friday before Easter)
- Easter Monday (Monday after Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24<sup>th</sup>)
- Christmas (December 25<sup>th</sup>)
- New Year's Eve (December 31<sup>st</sup>)
- New Year's Day (January 1<sup>st</sup>)

Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. **The maximum holiday hours paid are 9 for a 45 hour workweek; 8 for a 40 hour workweek; and 7 for a 35 hour workweek.** If eligible nonexempt employees work on one of recognized holidays listed above, they will receive holiday pay as stated above in addition to wages for actual hours worked and paid according to labor and wage regulations for worked hours.

## Birthday Holiday Hours Policy

Full-time 12- month and 12-month modified employees are eligible to request paid time off on their birthday.

### **Full time 12 -month employees and 12-month modified work schedules**

35 hour work week schedule – 7 hours

40 hour work week schedule – 8 hours

45 hour work week schedule – 9 hours

## **Vacation Benefit Hours**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The following category of employees is eligible for paid vacation:

- Full-time 12-month employees

Eligible employees begin to earn vacation hours on a bi-weekly basis after they have been employed continuously for 90 days. No vacation benefits are earned during the first 90 days of employment.

### **35 hour work week schedule**

0-5 years of service – 70 hours annual vacation  
5-10 years of service – 105 hours annual vacation  
10-15 years of service – 140 hours annual vacation  
15+ years of service – 175 hours annual vacation

### **40 hour work week schedule**

0-5 years of service – 80 hours annual vacation  
5-10 years of service – 120 hours annual vacation  
10-15 years of service – 160 hours annual vacation  
15+ years of service – 200 hours annual vacation

### **45 hour work week schedule**

0-5 years of service – 90 hours annual vacation  
5-10 years of service – 135 hours annual vacation  
10-15 years of service – 180 hours annual vacation  
15+ years of service – 225 hours annual vacation

## **Sick Leave Benefit Hours**

Benedictine provides paid sick leave benefits for periods of temporary absence due to illnesses or injuries to the following categories of employees:

- Full-time 12-month and 12-month modified employees

### **Full time 12- month employees**

35 hour workweek schedule - 84 hours per year

40 hour workweek schedule - 96 hours per year

45 hour workweek schedule - 108 hours per year

### **Full time 12- month modified employees**

35 hour workweek schedule - 77 hours per year

40 hour workweek schedule - 88 hours per year

## **Personal Leave Hours**

Full-time 12-month and 12-month modified employees are eligible to request paid personal leave hours. There is no waiting period from date of hire to request personal leave. When a part-time or 12-month modified employee transfers to full-time 12- months, the employee will receive additional personal leave hours on the date of transfer.

**Paid personal leave hours are provided on an annual basis and calculated based on the following:**

### **Full time 12- month employees**

40 hour workweek schedule - 24 hours per year

45 hour workweek schedule - 27 hours per year

### **Full time 12-month modified employees**

35 hour workweek schedule - 14 hours per year

40 hour workweek schedule - 16 hours per year