

# What We Offer . . .

## Health & Wellness

### Insurance

**Medical/Dental** –the majority of the premium is paid for full-time eligible employees (who work 30 or more hours a week); spouse/dependent coverage is available at employee's cost.

**Employer paid Basic Life Insurance/ EAP** – Eligible employees are automatically enrolled; paid in full by the Agency.

**Voluntary Benefits** – Vision insurance, additional life insurance, and other optional insurance are available at employee cost. Payroll deduction is offered.

*These benefits begin the first day of the month following 60 days of employment.*

**Flexible Spending** – Healthcare Expense Account for eligible medical, dental and vision expenses.

*Benefit begins first of the month following 6 months of employment.*

**Free Annual Wellness Screening** – Includes lab work and flu shots.

**Wellness Program** – includes discounts on gym memberships.

## Bonuses/Perks

**Malpractice/Liability Insurance** – Coverage for bodily injury, property damage and malpractice for employees while engaged in their job duties.

### Longevity Awards

- 5 years pays 1.5% annual salary
- 10 years pays 2.0% annual salary
- 15 years pays 2.5% annual salary
- 20 years pays 3.0% annual salary
- 25 years pays 3.5% annual salary



## Time Away

### Leave

*Employees in regular hire positions working 20 or more hours a week are eligible for:*

**Vacation Leave** – Begins accruing at the date of hire but cannot be used until after completion of the 90-day introductory period.

Years 1 - 2	12 days/year
Years 3 - 4	15 days/year
Years 5 - 7	20 days/year
Years 8+	25 days/year

**Sick Leave** – Paid sick leave will begin accruing on the first day of employment. Hours will accrue by one work day per month, accumulative to 60 days maximum. Employee is eligible to use sick leave after 90 days.

**Holidays** – Employees are eligible for paid holidays at the time of hire. We observe 13 legal and observed holidays per year.

**Bereavement Leave** – up to five days for a death in the immediate family.

## Planning for Your Future

### Education Assistance Program

Education assistance provided to eligible employees

### Retirement

The Agency contributes 5% of your monthly income, each pay period, after you complete one year of service (if worked at least 1,000 hours a year and are at least 21 years of age). Plan entry dates are January 1 and July 1 each year.

**Voluntary 403b** – (tax deferred) savings plan is available for all benefit eligible employees upon hire.

**NOTE:** *This is a general summary. Some benefits may be different for some programs or sites. Should any benefits be modified, employees will be notified in advance. Specific details are outlined in the Catholic Charities Employee Handbook.*