

## Employee Benefits at a Glance



### Hiring Incentive

- All newly hired employees are eligible for a hiring incentive up to **\$1000** paid after the completion of six months of employment and a satisfactory-rated performance appraisal.

### Health Insurance

- Group Health (Aetna), Dental, and Vision Insurance options are available for eligible employees. There are group health plans to choose from and the lowest cost for one health insurance plan is \$140/month. Dental and Vision Insurance is under \$13/month. Eligible employees can enroll for group life and accidental death and dismemberment insurance coverage (up to \$30,000) that is paid by the employer.

### Balance - Flexibility for Family

- Our passion for a strengthened and supportive community comes from within our corporation. C.E.F.S. recognizes the importance of family and friends, believes holidays should be spent with loved ones, and that life events happen to us all. Eligible employees are granted 12 holidays with pay, bereavement leave paid time, and generous paid vacation, sick, and personal leave. Eligible employees earn up to 4 vacation days after six months of employment and start earning sick and personal leave after 90 days of employment.

### Financial

- Eligible employees can contribute to a 403(b) retirement plan immediately upon hiring, and after one year of employment, the Agency will contribute to the account each pay period.

### Career

- We are as committed to providing room for growth and mobility as our employees are. Eager and driven employees can expect regular trainings and opportunities for upward mobility.

Regular Full-Time Employee - per Pay Period						
<u>Employee Rate:</u>	HSA	PPO \$2500	PPO \$1000	Dental	Vision	Life
per Pay Period	\$ 70.00	\$ 121.08	\$ 153.15	\$ 5.30	\$ 1.11	\$ -
<u>Employee &amp; Spouse Rate:</u>						
per Pay Period	\$ 458.99	\$ 560.15	\$ 623.68	\$ 16.42	\$ 3.34	\$ 0.54
<u>Employee &amp; Children Rate:</u>						
per Pay Period	\$ 548.67	\$ 661.38	\$ 732.16	\$ 19.82	\$ 3.65	\$ 0.54
<u>Family Rate:</u>						
per Pay Period	\$ 937.66	\$ 1,100.46	\$ 1,202.68	\$ 33.10	\$ 6.48	\$ 0.54

School Year Full-Time Employee - per Pay Period						
<u>Employee Rate:</u>	HSA	PPO \$2500	PPO \$1000	Dental	Vision	Life
per Pay Period	\$ 165.94	\$ 234.04	\$ 276.80	\$ 8.25	\$ 1.73	\$ 0.51
<u>Employee &amp; Spouse Rate:</u>						
per Pay Period	\$ 684.59	\$ 819.47	\$ 904.18	\$ 23.08	\$ 4.70	\$ 1.23
<u>Employee &amp; Children Rate:</u>						
per Pay Period	\$ 804.17	\$ 954.44	\$ 1,048.82	\$ 27.61	\$ 5.11	\$ 1.23
<u>Family Rate:</u>						
per Pay Period	\$ 1,322.82	\$ 1,539.88	\$ 1,676.18	\$ 45.31	\$ 8.89	\$ 1.23

For more specific details on benefits please go to our website at [www.cefseoc.org](http://www.cefseoc.org)

# C.E.F.S. Economic Opportunity Corporation

## Prospective Employee Benefits Fact Sheet

### **Overview:**

C.E.F.S. offers a variety of benefits for the health and well-being of the employees. These benefits are reviewed periodically and may be altered or eliminated at the discretion of the Board of Directors. The information provided in this fact sheet is derived from the C.E.F.S. Economic Opportunity Corporation Personnel Policies and Procedures Manual. This information is solely intended to give prospective employees the opportunity to review the employee benefits associated with C.E.F.S. Economic Opportunity Corporation employment and should not be construed as an employment offer or benefit guaranteed by the Corporation.

### **Holidays:**

After the first day of employment eligible employees shall have time off with pay on the holidays listed below. All full-time regular, part-time regular, school year and seasonal employees in active status will receive holiday time proportionate to hours worked. No holiday benefits will be given to employees who work less than twenty (20) hours per week.

New Year's Day	Memorial Day	Veterans Day
Martin Luther King, Jr. Day	Independence Day (July 4 <sup>th</sup> )	Thanksgiving Day
Presidents Day	Labor Day	Day after Thanksgiving
Friday Before Easter	Columbus Day	Christmas Day

When the designated holiday falls on an eligible employee's regular day off, the employee may take a different day off within the same pay period of the holiday, subject to Program Director approval. Eligible non-exempt employees required or authorized to work on a holiday will be paid double time for hours worked in lieu of a day off.

### **Vacation Leave:**

After completing six (6) months of continuous service and each year thereafter, vacation days will be calculated from the employee's vacation anniversary date. Vacation time must be taken prior the employee's next vacation anniversary date. Vacation time may not be accumulated from year-to-year and any time not taken prior to the employee's next vacation anniversary date will be lost and is not eligible to be paid out to the employee. Vacation leave shall be taken at a time mutually convenient to the employer and employee. Employees shall be allowed to use vacation leave in half (1/2) hour increments. Full-time regular employees that work forty (40) hours per week will receive vacation time, in accordance with the vacation leave schedule shown below, after completing continuous service of six (6) months. All full-time regular employees who work less than forty (40) hours per week and all part-time regular employees will receive vacation time proportionate to hours worked. **Full and part-time school year employees, casual, seasonal and substitute employees are not eligible to receive vacation time.** Introductory employees shall not accrue vacation leave during the introductory period but shall be eligible to use vacation leave after six (6) months of employment. Upon severance of employment, employees will be compensated for unused vacation days.

Full-time regular employees receive paid vacation benefits according to the schedule listed below based on time of continuous service. Part-time employees will receive leave proportionate to hours worked.

- After (6) six months of continuous service an employee will receive 32 vacation hours prorated for hours worked.

- After (1) one year of continuous service an employee will receive 72 vacation hours prorated for hours worked.
- After completing two (2) – four (4) years of continuous service, an employee will receive 96 vacation hours prorated for hours worked.
- After completing five (5) – nine (9) years of continuous service, an employee will receive 144 vacation hours prorated for hours worked.
- After completing ten (10) – fourteen (14) years of continuous service, an employee will receive 168 vacation hours prorated for hours worked.
- After completing fifteen (15) – nineteen (19) years of continuous service, an employee will receive 192 vacation hours prorated for hours worked.
- After completing twenty (20) – twenty-four (24) years of continuous service, an employee will receive 216 vacation hours prorated for hours worked.
- After completion of twenty-five (25) years or more of continuous service, an employee will receive 240 vacation hours prorated for hours worked.

### **Personal Leave:**

Full-time regular employees that work forty (40) hours per week will take receive personal time, after completing continuous service of 90 days. Full-time regular employees who work less than forty (40) hours per week, full-time school year employees, part-time regular employees, and part-time school year employees will receive personal time proportionate to hours worked.

- After ninety (90) days of continuous service an employee will receive 8 personal hours, prorated for hours worked.
- After one (1) year of continuous service an employee will receive 16 personal hours, prorated for hours worked.

After completing ninety (90) days of continuous service and each year thereafter, personal days will be calculated from the employee's personal employment anniversary date. Employees shall be allowed to use personal leave in half (1/2) hour increments. Personal time must be taken prior the employee's next personal anniversary date. Personal time may not be accumulated from year-to-year and any time not taken prior to the employee's next personal anniversary date will be lost and is not eligible to be paid out to the employee. Upon severance of employment, employees will be compensated for unused personal days. Casual, seasonal and substitute employees are not eligible to receive personal time.

### **Group Medical Insurance:**

C.E.F.S. allows Full-time Regular Employees and Full-Time School Year Employees to participate in a group health insurance, dental and vision plan. This plan is a Section 125 plan which allows employees to choose between taxable and no-taxable benefits. Employees are given the opportunity to elect health insurance coverage during their orientation. Employees are also able to join the group health plan during open enrollment each year and within thirty days (30) of a qualifying life event such as marriage, divorce, birth, death, or loss of other credible coverage. C.E.F.S. contributes a portion of the cost of the group health insurance plan at a rate determined by the C.E.F.S. Board of Directors. New employees must sign up for health insurance within sixty (60) days of employment and will become active on the insurance plan the 1<sup>st</sup> day of the month following sixty (60) days. Employees must be actively working a minimum of thirty (30) hours per week to be eligible for group health insurance coverage. Dependent coverage is also available for an additional cost to the employee.

### **Vision and Dental Coverage:**

Vision and Dental coverage is available to Full-Time Regular and Full-Time School Year Employees.

### **Life and Accidental Death and Dismemberment Insurance:**

C.E.F.S. allows Full-Time Regular Employees, Part-Time Regular Employees, Full-Time School Year Employees, and Part-Time School Year Employees to participate in a group life and accidental death and dismemberment insurance plan. The life and accidental death and dismemberment insurance coverage for eligible employees is a non-voluntary plan and the insurance premium is paid by the employer. Coverage is incremental based on employee age. Eligible employees become eligible on the first day of employment; however, employees must sign up for life and accidental death and dismemberment coverage on the date of hire or the employee may be required to complete a health history for the insurance carrier. Employees must be actively working a minimum of twenty (20) hours per week to be eligible for group life and accidental death and dismemberment insurance coverage. Dependent coverage is also available on the date of hire for an additional cost to the employee.

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

The tax deferred annuity is a plan that allows eligible employees to voluntarily prepare for retirement by setting aside dollars on either a pre-tax ("Traditional") or post tax ("Roth") basis. C.E.F.S. provides a contribution for eligible employees as determined by the Board of Directors. Employees must have worked one (1) year for a minimum of twenty (20) hours per week to be eligible for the employer non-matching contribution. Eligible employees will have 2% of their income invested in the 403(b) Retirement Plan unless they specifically opt out. Eligible employees are encouraged to make additional contributions to their retirement plan through payroll deduction.

### **Bereavement Leave:**

An employee shall be granted paid bereavement leave of up to three (3) workdays due to the death of a member of the immediate family. An employee may also be granted one (1) paid workday of bereavement leave due to the death of a relative outside the immediate family.

### **Civic Duty Leave:**

C.E.F.S. may grant employees leave with pay for responsibilities such as jury duty and honoring a subpoena. Employees may retain jury or witness fees in addition to their pay. Civic duty leave shall not be granted for personal court appearances in which the employee is a plaintiff or defendant.

### **Military Leave:**

Military leave up to ten (10) paid working days in any one (1) calendar year may be granted to an employee for the purpose of reporting to military service. Any employee who performs service in the uniformed services will be granted a military leave of absence in accordance with the United States Uniformed Services Employment and Reemployment Rights Act. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. All employees who are members of an organized and active military or reserve component of the Armed Forces of the United States or of the State of Illinois will be entitled to military leave from their normal duties during such periods as they shall be ordered to duty. An employee leaving for active military service will be granted unpaid leave to begin not more than fifteen (15) days before the active duty report date.

### **Sick Leave:**

Sick leave is considered a privilege and not an entitlement, and employees shall use sick leave only for illness and for doctor, dentist and other health care appointments for themselves and their immediate family.

Employees shall be allowed to use sick leave in half (1/2) hour increments. Full-time regular, part-time regular, full-time school year, and part-time school year employees who work at least twenty (20) hours per week may accumulate sick leave proportionate to time worked at a rate of 4.62% per hour (which is approximately 1 day per month for an employee that works forty (40) hours per week). Employees may retain a maximum of two hundred eighty (280) hours at any given time. An employee must be in pay status and have completed their ninety (90) day introductory period in order to accrue sick leave. Casual, seasonal and substitute employees are not eligible for sick leave. Employees shall not be compensated for unused sick leave upon severance of employment with C.E.F.S.

**Family and Medical Leave:**

C.E.F.S. is covered under the Family and Medical Leave Act (FMLA) and complies with all FMLA requirements. An eligible employee is an employee who has been employed by C.E.F.S. for at least twelve (12) months and has worked at least one-thousand two-hundred and fifty (1,250) hours during twelve (12) months immediately preceding the commencement of FMLA leave.

**Travel Mileage Reimbursements:**

Employees will be reimbursed at a rate periodically reviewed and approved by the Board of Directors, subject to any program regulations, for use of private vehicles in conducting agency business.

**Employee-Incurred Expenses and Reimbursement:**

C.E.F.S. will pay all actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. All such expenses must be pre-approved by the Program Director before the expense is incurred in order to be reimbursable. Claims for reimbursement shall be made only upon receipt of a properly approved and completed reimbursement form which must be submitted within thirty (30) days of the expense being incurred and must be supported by evidence (such as a receipt).

**Classification of Employees:**

Introductory Employees are employees who have been newly hired to regular positions. They shall serve during the introductory period of at least three (3) months and are subject to the same rules and regulations as regular employees.

Full-Time Regular Employees shall be those scheduled to work at least thirty (30) hours per week, fifty-two (52) weeks per year, receive applicable or eligible benefits proportionate to time worked and have successfully completed the required introductory period.

Part-Time Regular Employees shall be those scheduled to work less than thirty (30) hours per week but more than twenty (20) hours per week, fifty-two (52) weeks per year receive applicable or eligible benefits proportionate to time worked and have successfully completed the required introductory period.

Full-Time School Year Employees shall be those scheduled to work at least thirty (30) hours per week, at least eight (8) months but no more than eleven (11) months a year. Employee will receive applicable or eligible benefits proportionate to time worked and have successfully completed the required introductory period.

Part-Time School Year Employees shall be those scheduled to work less than thirty (30) hours a week but more than twenty (20) hours per week, and at least eight (8) months a year but no more than eleven (11) months a year, receive applicable or eligible benefits proportionate to time worked and have successfully completed the required introductory period.

Seasonal Employees are those employees hired to fill positions that have regularly scheduled hours on a short-term basis for special projects, assignments and other purposes. Seasonal employees are those who work at least twenty (20) hours per week and less than six (6) consecutive months during a year. These employees will not accrue any benefits beyond workers' compensation insurance, unemployment compensation insurance and federal social security. Seasonal employees who are on active status will be eligible for bereavement leave, civic duty leave and holiday pay proportionate to time worked after the first day of employment, provided the employee works at least twenty (20) hours per week, as program budgets will allow.

Casual Employees are those employees who work less than twenty (20) hours per week. These employees will not accrue any benefits beyond workers' compensation insurance, unemployment compensation insurance and federal social security.

Substitute Employees are those employees who work on a call-in basis or fill a temporary need. These employees will not accrue any benefits beyond workers' compensation insurance, unemployment compensation insurance and federal social security.