

EMPLOYEE FRINGE BENEFITS

Paid Time Off

Employees will be awarded Paid Time Off (PTO) on a calendar year basis, which is granted on the first full pay period in January of each year.

PTO awarded January 1st for the first year of employment:

Amount of PTO Awarded on January 1st Number of Months Scheduled to Work				
Month Employed	12- Months	11-Months	10-Months	Less than 10 months
January	13 days	10 days	8 days	6.5 days
February	12 days	10 days	7 days	6 days
March	11 days	9 days	6.5 days	5.5 days
April	10 days	8 days	6 days	5 days
May	9 days	7 days	5.5 days	4.5 days
June	8 days	6.5 days	5 days	4 days
July	7 days	6 days	4 days	3.5 days
August	6 days	5 days	3.5 days	3 days
September-December	5 days	4 days	3 days	2.5 days

PTO awarded on January 1st for the second year & annually thereafter:

Continuous Years of Service	Amount of PTO Awarded on January 1st Number of Months Scheduled to Work			
	12- Months	11-Months	10-Months	Less than 10 months
After 1 – 2 years:	13 days	10 days	8 days	6.5 days
After 3 – 4 years:	15 days	12 days	9 days	7.5 days
After 5 – 9 years:	20 days	16 days	12 days	10 days
After 10 – 19 years:	25 days	20 days	15 days	12.5 days
After 20+ years:	30 days	24 days	18 days	15 days

Short-Term Disability(STD)

Employees will become eligible for STD insurance the first day of the month following the completion of 60-days of employment. Employees must work a minimum of 30 hours a week to be eligible for STD insurance. The STD benefit replaces 67% of gross earnings. Benefits are payable following a waiting period of:

Accident – 0 days
Illness – 7 days

Benefits continue for as long as you are disabled up to a maximum of 13 weeks.

Direct Deposit

All employees' payroll checks are direct deposited on a bi-weekly basis. Employees can choose up to (4) deposit accounts

Business Expense Reimbursements

Employees will be reimbursed for agency related expenses such as: official telephone calls and 42¢ per mile for the authorized use of their personal.

Employee 401 (K) Retirement Plan

The contributions to the PACE Retirement Plan are deducted from your paycheck before you pay taxes. Eligible interested employees will be required to contribute a minimum 1% of their annual income. Employer matching contributions will be determined the beginning of each calendar year.

Paid Holidays

New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (2 days) and Christmas (2 days). Also election days will be observed during any year in which an election is held.

Regular full-time employees will be compensated for Holidays following the completion of their 60-day introductory period.

Workman's Compensation

Workman's Compensation Insurance covers all employees.



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<u>Health & Life Insurance Plan</u>	<u>Employee Paid Dental Plan</u>	<u>Employee Paid Vision Plan</u>																																																																		
<p style="text-align: center;"><u>Health Insurance</u></p> <p>Employees will become eligible for health benefits the first day of the month following successful completion of 60-days of employment. Employees must work a minimum of 30 hours a week to be eligible for health insurance.</p> <p>Anthem Insurance Company provides health insurance.</p> <p>Employee Benefit level: \$ 810.29 per month</p> <p style="text-align: center;"><i>Anthem Blue Access</i></p> <p style="text-align: center;"><u>Employee Bi-weekly Payment</u></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Option 1</th> <th style="text-align: center;">Option 2</th> </tr> </thead> <tbody> <tr> <td>Employee Coverage</td> <td style="text-align: right;">\$ 180.05</td> <td style="text-align: right;">\$ 92.37</td> </tr> <tr> <td>Employee/ Children</td> <td style="text-align: right;">\$ 534.08</td> <td style="text-align: right;">\$ 390.37</td> </tr> <tr> <td>Employee & Spouse</td> <td style="text-align: right;">\$ 551.64</td> <td style="text-align: right;">\$ 395.92</td> </tr> <tr> <td>Employee & Family</td> <td style="text-align: right;">\$ 906.72</td> <td style="text-align: right;">\$ 704.03</td> </tr> </tbody> </table> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Option 1</th> <th style="text-align: center;">Option 2</th> </tr> </thead> <tbody> <tr> <td>Deductible</td> <td style="text-align: center;">\$500</td> <td style="text-align: center;">\$2500</td> </tr> <tr> <td>Individual Co-insurance</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">20%</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Life Insurance</u></p> <p>All employees will receive a minimum \$15,000 life insurance policy. Employees earning in excess of \$15,000 per year, life insurance will be based on their annual salary. Employees must work a minimum of 30 hours a week to be eligible for life insurance.</p>		Option 1	Option 2	Employee Coverage	\$ 180.05	\$ 92.37	Employee/ Children	\$ 534.08	\$ 390.37	Employee & Spouse	\$ 551.64	\$ 395.92	Employee & Family	\$ 906.72	\$ 704.03		Option 1	Option 2	Deductible	\$500	\$2500	Individual Co-insurance	20%	20%	<p>Employees will become eligible for Employee Paid Dental Plan the first day of the month following the completion of 60-days of employment. Employees must work a minimum of 20 hours a week to be eligible for dental insurance.</p> <p>Health Resources Inc. provides dental coverage.</p> <p style="text-align: center;"><i>Health Resources Dental Plan</i></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th colspan="2" style="text-align: center;"><i>Bi-Weekly Cost</i></th> </tr> <tr> <th></th> <th style="text-align: center;">12 month</th> <th style="text-align: center;">Part-Year</th> </tr> <tr> <th></th> <th style="text-align: center;"><u>Employee</u></th> <th style="text-align: center;"><u>Employee</u></th> </tr> </thead> <tbody> <tr> <td>Employee Coverage</td> <td style="text-align: right;">\$ 13.34</td> <td style="text-align: right;">\$18.25</td> </tr> <tr> <td>Employee & Children</td> <td style="text-align: right;">\$ 31.57</td> <td style="text-align: right;">\$43.20</td> </tr> <tr> <td>Employee & Spouse</td> <td style="text-align: right;">\$ 28.66</td> <td style="text-align: right;">\$39.22</td> </tr> <tr> <td>Employee & Family</td> <td style="text-align: right;">\$ 47.22</td> <td style="text-align: right;">\$64.61</td> </tr> </tbody> </table> <ul style="list-style-type: none"> \$1,000 annual maximum Preventative paid at 100% deductible waived No waiting periods 		<i>Bi-Weekly Cost</i>			12 month	Part-Year		<u>Employee</u>	<u>Employee</u>	Employee Coverage	\$ 13.34	\$18.25	Employee & Children	\$ 31.57	\$43.20	Employee & Spouse	\$ 28.66	\$39.22	Employee & Family	\$ 47.22	\$64.61	<p>Employees will become eligible for Employee Paid Vision Plan the first day of the month following the completion of 60-days of employment. Employees must work a minimum of 20 hours a week to be eligible for vision insurance.</p> <p>VSP provides vision coverage.</p> <p style="text-align: center;"><i>VSP Vision Plan</i></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th colspan="2" style="text-align: center;"><i>Bi-Weekly Cost</i></th> </tr> <tr> <th></th> <th style="text-align: center;">12 month</th> <th style="text-align: center;">Part-Year</th> </tr> <tr> <th></th> <th style="text-align: center;"><u>Employee</u></th> <th style="text-align: center;"><u>Employee</u></th> </tr> </thead> <tbody> <tr> <td>Employee Coverage</td> <td style="text-align: right;">\$ 5.01</td> <td style="text-align: right;">\$ 6.85</td> </tr> <tr> <td>Employee + One</td> <td style="text-align: right;">\$ 8.44</td> <td style="text-align: right;">\$ 11.55</td> </tr> <tr> <td>Employee & Children</td> <td style="text-align: right;">\$ 8.61</td> <td style="text-align: right;">\$ 11.79</td> </tr> <tr> <td>Employee & Family</td> <td style="text-align: right;">\$13.88</td> <td style="text-align: right;">\$ 19.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Exam every 12 months, \$20 co-pay Lenses every 12 months, \$20 co-pay Frames every 24 months, \$20 co-pays Contact Lenses are covered instead of frames and lenses, \$135 Allowance 		<i>Bi-Weekly Cost</i>			12 month	Part-Year		<u>Employee</u>	<u>Employee</u>	Employee Coverage	\$ 5.01	\$ 6.85	Employee + One	\$ 8.44	\$ 11.55	Employee & Children	\$ 8.61	\$ 11.79	Employee & Family	\$13.88	\$ 19.00
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