



Benefit Summary

Full-time Employees

Benefit Eligibility and Plan Year

- Benefits begin the first day of employment. *Example: Hired 1/12, benefits would begin 1/12.*
- Benefits end the last day of the month in which eligibility is lost. *Example: Separated 1/12, benefits would end 1/31*
- Benefit Plan Year: Begins 1/1 and End 12/31

Health & Wellness

- Medical/Rx: Capital Blue Cross (3 PPO options)
- Dental: Capital Blue Cross/Dominion National
- Vision: Capital Blue Cross/NVA
- Wellness Program
- Employee Assistance Program (EAP)

Life and Disability

- Life / Accidental Death and Dismemberment
 - Company Paid (2 times base annual salary)
 - Optional: Employee, Spousal, and Child
- Short Term Disability – Company Paid
- Long Term Disability – Company Paid

Paid Time Off

- Paid Holidays (18-20 +/- days)
- Maternity / Adoption Leave
- Bereavement Leave
- Jury Duty Leave
- Military
- Annual Accrual based on years of employment

Savings

- Health Savings Account
- Flexible Spending Account Healthcare
- Flexible Spending Account Dependent Care

Retirement

- 403(b) with PenServ:
 - Mandatory Contribution 5% employee
 - Mandatory Contribution 5% employer
- Voluntary Employee Contributions above 5% are not matched

Other:

- Semi-monthly pay
 - Salaried: Real Time (1/1-1/15 worked is paid 1/15)
 - Hourly: Lag Pay (1/1-1/15 worked is paid 1/31)
- Tuition Reimbursement: 100% of tuition cost of qualifying (job-related) courses up to \$5,250 per calendar year.
- Perks & Discount Programs