CENTER FOR INDEPENDENCE

The Huron Area Center For Independence provides benefits to eligible employees without regard to sex, race, color, religion, national origin, age, disability, or status as a Vietnam Era or Special Disabled Veteran.

SUMMARY OF BENEFITS

BENEFIT	ELIGIBILITY	WHAT YOU RECEIVE
PAID VACATION LEAVE	Hours will accumulate immediately but may not be taken until you have 3 months of continuous employment. Supervisory approval is required.	Accumulation Rate: 8 hrs/mth for 1 - 3 yrs 10 hrs/mth for 4 - 7 yrs 12 hrs/mth for 8 - 10 yrs 14 hrs/mth for 11+ yrs Maximum Accrual = Accrual for 18 Months.
HOLIDAYS: New Years Day July 4th Thanksgiving Day And Friday Christmas Eve Day Christmas Day	Immediately upon employment.	All eligible employees complete a Leave Request Form for each of the observed holidays when they fall on a scheduled workday. If you work on one of these holidays you will be paid 1.5 times your base hourly rate.
FLOATING HOLIDAYS	Hours will accumulate and will be available immediately with supervisory approval.	All eligible employees receive 7.33 hours of holiday time on the first day of each month.
EMPLOYEE SICK LEAVE	Immediately upon notification of supervisor. When there is a disabling illness or injury of employee and or medical appointment for employee.	Accrual rate is 4 hours per month. (480 Max.) BONUS - during 12 consecutive months of employment, 8 hours or less of sick leave is used from July 1- June 30, 8 hours of vacation leave is awarded.
SICK LEAVE TO CARE FOR SPOUSE, ADULT CHILDREN OR PARENTS	Immediately with supervisory notification when spouse, adult child or parent is hospitalized.	Up to 3 days (max30 hours) of sick leave with supervisor approval.
SICK LEAVE TO CARE FOR CHILDREN	When sick leave accrual is more than 80 hours and supervisor is notified.	May use balance above 80 hours to remain home with ill child or take child to medical appointment.
GROUP INSURANCE PROGRAM: Health Dental Life Vision	The first day of the month following 30 days of continuous employment.	Life Insurance for the employee provided by the agency at no cost to the employee. Voluntary Life Insurance must be purchased by employee at initial eligibility date.

RETIREMENT PLAN	Within first 30 days of employment for employees who are scheduled for more than 20 hours/week.	Contributions to the plan are made with pre-tax or post tax dollars. Employer contributes 1% match of wages. Will also match up to an additional 5% of employee contribution. Section 529 College Savings Plan that can be set up through our Retirement Plan Representatives.
MENTAL HEALTH DAY	Minimum of 80 hours of sick leave available on July 1ST of each year.	Ability to convert 20 hours of sick leave to annual leave.
CAFETERIA PLAN	The first day of the month following 30 days of continuous employment.	Health, Dental and Vison Insurance will be included in Cafeteria Plan for all employees with pre-tax dollars . All other benefits will be post tax. Health Savings Account pays eligible medical expenses with pre-tax dollars.
FUNERAL LEAVE	Immediately. Supervisory approval is required.	Up to 40 hours of leave possible.
FAMILY/MEDICAL LEAVE	Following 12 months of employment and 1,250 hours of work, following a 30-day notice and supervisory approval.	Retention of employment status. Accrued sick/vacation leave is used before going to non-paid status. Total of 12 weeks (480 Hours)/year measured by a rolling calendar.
EDUCATIONAL ASSISTANCE –	Full Time: After 1040 hours of employment. Must maintain a (B) average. Apply to the COO.	Full time: One half of tuition and books up to $600 per semester or $400 per quarter or time off not to exceed 3 hours per week.
RECREATION CENTER MEMBERSHIP	On the first of the month following employment date.	Receive 15% corporate discount plus the following:
SCHOLARSHIP FUND	Immediately. Student must be dependent of FT employee and registered to attend a post-secondary undergraduate program.	Minimum $50 to maximum $700 Scholarship dependent on amount of Fund and number of applicants. Paid to student. Must contribute at least $1 per pay period to qualify.
CIVIC LEAVE	Immediately when notice to report for jury duty or subpoena to appear as a witness is submitted to supervisor and approved by the CEO.	Leave without loss of employment status and compensation equal to the regular rate of pay.