

# MEMO

**To: New Employee**

**From: Sandra L. Robertson, Human Resources**

**RE: Summary of Employee Benefits**

The following is a description of benefits the agency provides.

This summary is a brief overview of benefits. Please refer to the Human Resources Policies for specific benefit outlines and policies.

Please note that it is your responsibility to return any completed enrollment forms before the eligibility date.

## Leave Time

### **Vacation:**

<b><u>35 Hour Work Week</u></b>		<b><u>40 Hour Work Week</u></b>	
*First Year	105 Hours	*First Year	120 Hours
Second Year	126 Hours	Second Year	144 Hours
Third and Fourth Year	140 Hours	Third and Fourth Year	160 Hours
Fifth Year	147 Hours	Fifth Year	168 Hours

\*The first three months of vacation time is accrued but is not available until after three months of employment. Effective 1/1/01

### **Sick:**

<b><u>35 Hour Work Week</u></b>		<b><u>40 Hour Work Week</u></b>	
First Year	7 hours per month	First Year	8
Second and after	8.75 hours per month	Second and after	10 per month

### **Holidays:**

14 per year

New Year's Day	Martin Luther King Day
Lincoln's Birthday	President's Day
Good Friday	Memorial Day
Independence Day	Labor Day
Columbus Day	Election Day
Veteran's Day	Thanksgiving Day
Day After Thanksgiving	Christmas Day

**Self Requested Training:** One weeks worth of time and \$500.00 annually to attend supervisor approved trainings.

**Other Benefits:****Pension:**

5% Employer Contribution after completion of 12 months of employment; vested as follows:

<b>Years of Vesting Services</b>	<b>Vesting %</b>
Less than 1 year	0%
1 year	20%
2 years	40%
3 years	60%
4 years	80%
5 years	100%

**Life Insurance:**

2 times salary after completion of 6 months of employment

**Long Term Disability Insurance:**

Eligible after 6 month of employment

**Health Insurance Coverage:**

Eligible after one full month (effective 12/01/04) of employment. CCS pays single rate; you have the option to add dependents at your own cost. Health plan includes prescription card and Eye exam with partial reimbursement for glasses and contact lenses. CCS pays 25% of dependent coverage.

CCS pays single rate of Delta Care plan; you have the option to add dependents at your own cost or buy up to Advantage plan.

**Optional Benefits:****AFLAC:**

Eligible after one full month (effective 12/01/04) of employment. Employee has the option to participate in any of the following Aflac plans:

Disability  
Accident  
Indemnity  
Cancer Protection  
Flexible Savings

These plans are tax deductible.

**TAX DEFERRED SAVINGS:**

CCS offers Tax deferred savings plans for all agency employees. The following plans are available via bi-weekly payroll deduction:

TDA/403 Plan  
ROTH IRA

**If you have any questions in regards to the benefits or policies of the agency please feel free to call me at any time at (609) 465-5041.**

**This is a benefit summary only and is subject to change without notice.**