

# MEMO

**To: New Employee**

**From: Sandra L. Donley, 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:**

<u>35 Hour Work Week</u>	<u>37.5 Hour Work Week</u>	<u>40 Hour Work Week</u>
*First Year 105 Hours	*First Year 112.50 Hours	*First Year 120 Hours
Second Year 126 Hours	Second Year 135 Hours	Second Year 144 Hours
Third & Fourth Year 140 Hours	Third & Fourth Year 150 Hours	Third & Fourth Year 160 Hours
Fifth Year 147 Hours	Fifth Year 157.50 Hours	Fifth Year 168 Hours

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

### **Sick:**

<u>35 Hour Work Week</u>	<u>37.5 Hour Work Week</u>	<u>40 Hour Work Week</u>
First Year 7 hours per month	First Year 7.5 hours per month	First Year 8 hours per month
Second & after 8.75 hours per month	Second & after 9.38 hours per month	Second and after 10 hours per month

### **Holidays:**

13 per year

New Year's Day	Martin Luther King Day
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 full 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 with completion of 6

a maximum of \$150,000, after full months of employment

**Long Term Disability Insurance:**

Eligible after 6 full 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

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.**