



## BENEFITS

The Arc of Washington County, Inc. is committed to providing its employees with a competitive benefit package that promotes health and well-being. The information listed below reflects the general information for the benefits: additional or specific information can be requested from the Human Resources Department.

### Insurance Benefits

#### GROUP MEDICAL INSURANCE

All employees who work 20 or more hours per week are eligible for major medical and hospitalization insurance. Coverage becomes effective the first day of the month following 60 days from the date of hire.

#### PRESCRIPTION DRUG COVERAGE

Prescription drug coverage is included within the group medical insurance plan.

#### VISION INSURANCE COVERAGE

Vision insurance may be purchased by employees. The employee is responsible for the premium for vision insurance.

#### DENTAL INSURANCE COVERAGE

Dental insurance may be purchased by the employee. The Arc of Washington County, Inc. pays a portion of the employee's monthly premium for dental insurance.

#### SHORT-TERM DISABILITY INSURANCE

Short-term Disability Insurance can be elected by eligible employees. The Arc of Washington County, Inc. pays a portion of the employee's monthly premium for short-term disability insurance.

#### LONG-TERM DISABILITY INSURANCE

Long-term Disability Insurance can be voluntarily selected by eligible employees. The employee is responsible for the premium on long-term disability insurance.

#### LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Life and AD&D Insurance is provided to eligible employees by The Arc of Washington County, Inc. Coverage for both insurances is one time the employee's annual salary; two times the employee's annual salary for employees with ten or more years of service. The Arc pays the entire premium for Life and AD&D insurance.

#### OPTIONAL LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Employees may buy at their own expense additional life insurance on themselves as well life insurance on their spouse and dependents.



## ADDITIONAL BENEFITS

### DIRECT DEPOSIT PAY

Employees are able to have their paychecks direct deposited to their own banks for easier access of their money.

### 403(b) RETIREMENT SAVINGS PLAN

The 403(b) Retirement Savings Plan is available to all employees. The Arc matches employee contributions to the fund on a sliding scale based on years of service.

### FLEXIBLE SPENDING ACCOUNT

Flexible Spending Accounts allow employees to designate pre-tax dollars to be set aside for eligible medical expenses and child care expenses.

### TUITION REIMBURSEMENT

The Arc encourages its full-time employees to further their development and effectiveness on the job by partially reimbursing tuition for work-related study programs offered by accredited educational organizations as well as any agency funded seminars. The agency will reimburse the employee for the courses and other related fees that enable the employee to accomplish future career goals, improve job performance and promotability within the agency. Courses must be job related and targeted to the specific needs of the agency and the individuals served.

### EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is provided by The Arc and allows employees to see licensed counselors for assistance in coping with day-to-day issues.

### EMPLOYEE REFERRAL PROGRAM

Any agency staff member (excluding Senior Directors and Directors) who recruits an individual for regular full-time employment will be eligible for a \$500 referral award.

### CREDIT UNION

Employees are able to become members of the State Employees Credit Union and utilize the banking system for all available banking transactions.



#### PAID HOLIDAYS

The following holidays are paid holidays:

- New Year's Day
- Memorial Day
- Thanksgiving Day
- Good Friday
- Independence Day
- Christmas Day
- Labor Day
- One Floating

#### LEAVE ACCRUAL

Employees accrue leave on a bi-weekly basis, based on the number of hours worked each week. Leave accruals increase based on the years of service, as well.

#### SPECIAL DISCOUNTS

Employees receive special discounts from some of the area's merchants and businesses. Please see Human Resources for additional details.