

# 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:**

<b>35 Hour Work Week</b>		<b>37.5 Hour Work Week</b>		<b>40 Hour Work Week</b>	
*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:**

<b>35 Hour Work Week</b>		<b>37.5 Hour Work Week</b>		<b>40 Hour Work Week</b>	
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  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving  
Friday Before Christmas  
Christmas Day

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

### **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-from full time hire date	20%
2 years	40%
3 years	60%
4 years	80%
5 years	100%

**Life Insurance:**

Eligible after 6 full month of employment.

Your life insurance benefit is 2 times your basic annual earnings, rounded to the next higher \$1,000 but not higher than \$150,000.

Your AD&D principal benefit is 2 times your basic annual earnings, rounded to the next higher \$1,000 but not higher than \$150,000

Age Reduction and Termination: Automatically reduces to 65% at age 65 and 50% at age 70 and terminates at retirement/end of employment

The Life Insurance and Accidental Death and Dismemberment Benefit are taxable benefits – you are taxed on the cost of life insurance provided in excess of \$50,000.00. This is taxable to the employee. This Group Life Adjustment is the first pay of December.

**Long Term Disability Insurance:**

Eligible after 6 full month of employment

**Health/Vision/Dental Insurance Coverage:**

Eligible after one full month (effective 12/01/04) of employment. CCS pays single rate of the Base Plan; you have the option to buy up and add dependents at your own cost.

CCS pays single rate of vision plan; you have the option to add dependents at your own cost.

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.

**Insurance Buy Out**

Insurance Buy Out of \$2,000 per year broken down into 26 pays available if not participating in Health 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.**