

# BENEFITS AT-A-GLANCE

ER = Employer

EE = Employee

**Full Time (FT)** = regularly scheduled to work **no less than 36 hours/week.**

**Regular Part-Time (RPT)** = regularly scheduled to work **at least 20 hours/week** (but less than FT)

**Part Time (PT)** = regularly scheduled to work **less than 20 hours/week.**

**Pro Re Nata (PRN)** = not normally scheduled but called in as needed to fill a shift

BENEFIT/INSURANCE	ELIGIBLE	COVERAGE BEGINS	ENROLL PERIOD	ADD	DROP	FUNDED
Health & Dental	FT	1st of the month following start date	No Open Enrollment	6 Month Waiting Period or Qualifying Event	anytime	EE pays 20% for self & 25% for dependents
Life and Accidental Death & Dismemberment	FT	1st of the month following start date				ER
Vision	FT	1st of the month following start date	Fiscal Enrollment Period ( <b>July</b> )			EE pays 100%
VOLUNTARY Life, Accidental Death & Dismemberment	FT	1st of the month following start date	Annual Enrollment Period ( <b>January</b> ) \$10K up to Guaranteed Issue (\$80k EE & \$20K spous)			EE pays 100%
Flexible Spending Account	FT, RPT	immediately	Annual Enrollment Period ( <b>December</b> )			EE pays 100%
403b (Savings/Retiremt Plan)	FT, RPT (1000 hours)	immediately	anytime			EE pays 100%
Education Assistance Plan	FT, RPT	after 12 months of employment				FT = \$2,000 RPT = \$1,000 per fiscal year
Bonus Plan	FT, RPT	1st day of quarter after 3 years service				ER pays 3% annual salary
Paid Time Off (PTO)	FT, RPT	immediately				ER
Holidays (11 Paid)	FT, RPT	immediately				ER