



# Mid-Columbia Children's Council

## SUMMARY OF EMPLOYEE BENEFITS

Following are highlights of the benefits provided to eligible employees of Mid-Columbia Children's Council (MCCC). This summary is not intended to be all inclusive and may be subject to change at any time. When there is a conflict between this overview and the personnel policies or specific carrier's plan provision, the plan provisions or personnel policy will prevail.

**Employees eligible for benefits are regular full-time & part time employees who work 30 hours per week or more.**

### **Group Insurance Plans**

Employees are eligible to participate in the Medical, Dental, Vision and Life Insurance plans effective the first day of the month following 60 calendar days of work in an eligible position. MCCC pays all except \$20 a month of the premium for employee coverage. Employees who wish to cover eligible dependents may do so at their own cost. Employee costs for premium coverage can be taken out on a pretax basis.

- Medical and Prescription benefits are provided through Providence
- Dental benefits are provided through Lincoln National.
- Vision benefits are provided through Superior Vision.
- Basic Term Life insurance policy (provided by Unum) of \$25,000 is automatically provided to eligible employees. The coverage includes enhanced Accidental Death and Dismemberment coverage equal to one times the employee's life benefits to a maximum of \$25,000. MCCC pays 100% of the premium. Benefit reduction: 65% at age 65; and 50% at age 70.

### **Retirement – 401(k)**

Employees who are over 18 years of age and have acquired 1,000 hours of service during the 12 month period starting with their date of hire may participate in MCCC's 401K retirement plan by contributing a portion of wages (pre-tax) as an "elective deferral". After 1,000 hours of service in two 12 month periods (using the month and day of hire as the starting date for each 12 month period), MCCC contributes a percentage of the employee's wages to their individual 401K account. Entry into the plan is on the first day of the quarter following the qualifying event and both the elective deferral and the employer contribution is 100% vested from the date of contribution. A Summary Plan Description provides additional detail and is available upon request.

### **Paid Leave\*** Please refer to the Personnel Policies for the specifics of paid leave and its usage.

- Vacation – Employees are awarded vacation leave after 6 months of employment (6 months must be satisfied within an eligible status and prior to the award date). Vacation is awarded in accordance with the vacation schedules of the school districts in the counties we serve. Eligible employees that work 10 months per year or less are awarded Winter and Spring Break; eligible employees who work 11 or 12 months per year are awarded Winter, Spring and Summer Break. Hours are based on the employee's regular work week; substitute or temporary position hours are not included in calculation.
- Personal Leave – Employees are awarded personal leave on an annual basis on August 1<sup>st</sup>; new employees receive a prorated amount of leave, based on the number of months remaining in the

program year, on the first of the month following 60 days of work in an eligible position. Employees who work 30+ hours per week receive 24 hours paid leave; part-time employees receive a prorated amount based on their scheduled hours worked per week.

- Sick – All employees accrue sick leave accrual on the first of the month following 60 days of work in a position. Employees who work 40 hours per week accrue 8 hours of sick leave per month up to a maximum of 200 hours. Part-time employees accrue a prorated amount based on their schedule.
- Holidays – MCCC is closed for observance of the following 11 holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day.

**Professional Development & Tuition Reimbursement \*\*** This benefit is available to all regular employees of MCCC regardless of hours worked per week (please refer to the Personnel Policy for additional requirements)

- Professional Development - MCCC believes in providing financial assistance towards professional development activities to make it possible for employees to enroll in conferences, workshops, and college classes. Professional Development programs and activities may include but are not limited to: pre-service and in-service training, attendance at courses, seminars, conferences, institutes, lectures, meetings, or workshops, as well as participation in professional and technical associations.
- Tuition Reimbursement - Early Childhood Education classes will be considered for tuition reimbursement to staff matriculating in a degree program working towards mandated qualifications, as well as job-related coursework that benefits the program or assists the employee in performing their assigned duties. This includes assistance obtaining your CDA (Child Development Associate certificate) Refer to policy for specific requirements and possible pay-back circumstances.

**Employee Assistance Program (EAP)**

MCCC offers an EAP program through Lincoln National to all employees and their family members free of charge. The EAP plan offers 4 free counseling sessions covering a variety of topics, unlimited work/life services and online member services.

**Voluntary Insurance**

MCCC provides payroll deduction for the following UNUM lines of coverage: Personal Disability Insurance, Personal Accident Indemnity, Personal Cancer Indemnity, Maternity Hospitalization, and/or Hospital Intensive Care and Short Term Disability (STD).