

## Neighborhood House Employee Benefits

Eligibility: at least 20 hours/week; full-time is defined as 30 hours/week

### Medical (Group Health Options):

- Effective the first of the month following 30 days of employment
- Employer and employee share the premium cost on a sliding scale; part-time is split 50/50
- Deductible is \$500/\$1,500 per calendar year
- Covers preventative office visit and up to four additional office visits with a \$25 co-pay; further visits subject to deductible and 80%/20% co-pay
- Vision and prescription coverage included

### Dental (MetLife):

- Effective the first of the month following 30 days of employment
- Employer and employee share the premium cost; part-time is split 50/50
- Deductible is \$50/\$150

### Holidays:

- 11 paid holidays per year, including Martin Luther King, Jr. Day; Thanksgiving and the day after Thanksgiving; and Christmas and either Christmas Eve or the day after Christmas

### Vacation:

- On an accrual basis; first year employees earn one day per month
- That increases one hour per month until the eighth year (for max of 22.5 days/year)
- Unused accrued vacation paid out on termination

### Sick Leave:

- On an accrual basis; employees earn one day per month (based on hours worked)
- Maximum accrual is 600 hours

### 403(b) Retirement Plan (Provided through T. Rowe Price - [www.troweprice.com](http://www.troweprice.com)):

- Employees are eligible to participate immediately
- After three months of employment, Neighborhood House will contribute 2% and match up to 4% of employee's contribution at 50%, for a the maximum NH contribution of 4%
- Contributions are 100% vested upon deposit

### Basic Term Life and AD&D:

- Effective the first of the month after 30 days of employment
- \$10,000 basic coverage paid by NH; additional coverage available at employee cost

### Flexible Spending Accounts:

- Allows employees to set aside pre-tax funds for child care and/or medical expenses not covered by insurance

### Long-Term Disability:

- Available to full-time employees after one year of employment
- Replaces 60% of monthly earnings to a maximum monthly benefit of \$6,000
- Benefits begin after 90 days of disability

### Employee Assistance Program:

- Available to full-time employees after one year of employment
- Provides 24 hours a day/7 days a week confidential, no-cost counseling services to help employees with personal issues