



## St. Vincent de Paul Center & Marillac Social Center

### Employee Benefit Summary July 2010



Two Blue Cross & Blue Shield Medical HMO network plans and PPO plan, including prescription drug benefits. Vision discount available to enrollees. Employer contribution is 75% of Single Coverage.



#### **Dental Insurance**

Voluntary Delta Dental PPO plan with a passive network, largest dental provider in Chicago; Vision discount available to enrollees



#### **Life Insurance**

The Center provides term life insurance at no cost to the employee for Regular full-time staff. Employees are covered under a policy worth 1 X annual salary. Supplemental term life insurance up to \$150,000 is also available for the employee. Employees may purchase additional term life insurance for themselves or their dependents. Employee up to \$110,000, (GI); Spouse \$5K to \$25K; Dependent \$5K or \$10K. Coverage is 100% portable.

#### **Travel Accident Insurance**

The Center provides a travel accident plan.

#### **Professional Liability Insurance**

The Center provides professional liability insurance for all employees at the Center's expense.

#### **Retirement Savings Plan - 403(b) & Employer Automatic Contribution**

Marillac Social Center and St. Vincent de Paul Center provide a Retirement Savings Plan [ 403(b)]. Participation in the Retirement Savings Plan is open to all employees. Employees may invest their before-tax contributions in fixed and variable investment options offered through Diversified Investment Advisors.

The Centers also provide an annual Employer Automatic Contribution.

The Employer Automatic Contribution is 2% of the employee's gross annual earnings. Employees are initially eligible to receive an Employer Automatic Contribution the first calendar year in which s/he works at least 1,000 hours. Thereafter, to receive the annual Employer Automatic Contribution, the

employee must work at least 500 hours in a calendar year and either be employed on December 31st or leave employment during the year due to retirement (employment termination at or after age 55 and 5 years of vesting service) or death. The minimum annual Employer Automatic Contribution is \$600 if the employee works at least 1,872 hours in a calendar year. If the employee works less than 1,872 hours, the minimum is \$600 multiplied by a fraction equal to the employee's actual hours divided by 1,872. The eligible employee will receive the Employer Automatic Contribution regardless of whether or not s/he makes a before-tax contribution to the 403 (b) Retirement Savings Plan. The Employer Automatic Contribution is deposited into the employee's 401(a) account after the end of the calendar year. Employees fully vest in the Employer Automatic Contribution after completion of 5 years of service.

### **Paid Time Off Benefit**

Paid Time Off [PTO] provides eligible employees with a benefit plan for payment during periods of personal time away from the work-place to rest & relax, attend to personal business and for incidental, short term, occasional illness. PTO is earned based upon date of hire, length of service, number of budgeted hours in pay status each pay period, to a maximum of 80 paid hours per pay period and, job class.[ Regular full time and regular part-time employees in a position budgeted for at least 30 hours per pay period are eligible to accrue PTO.

Upon hire, non exempt regular staff accrue 152 hours [ 19 ] days annually; exempt professional and supervisory staff accrue 192 hours [ 24 days ] annually; executive leadership and directs accrue 232 hours [ 29 ] days annually.

At the end of each fiscal year, a full-time employee may convert unused PTO to Extended Illness Benefit up to a total maximum of 56 EIB hours( 7 days) in the Extended Illness Bank [EIB]. A part-time employee may convert a portion of this amount, pro-rated based upon budgeted hours for their position. Employees may use the Extended Illness Benefit time from the Extended Illness Bank for absences that require more than three consecutive days absence due to illness or injury.

### **Short Term Disability Insurance**

Employer paid insurance provides income protection on the 14th consecutive calendar day of absence due to serious non-work illness or injury. Replaces 60 % of base pay based upon weekly gross earning up to \$1000 for up to 11 weeks.

### **Long Term Disability Insurance**

Employer paid insurance provides income protection on the 91st consecutive calendar day of absence due to serious non-work illness or injury. Replaces 60 % of monthly gross earning up to \$5000 . Duration of benefits is based upon your age when disability applies. Three month survivor benefit.

### **Holidays**

The Center observes the following eleven days as paid holidays.

Martin L. King's Birthday	Memorial Day	July 4th
Good Friday	Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve	Christmas Day
New Year's Eve	New Year's Day	

## School Visitation

St. Vincent de Paul Center and Marillac Social Center provide Regular Full-Time employees, who have completed three months of continuous employment, time off for school visitation. Visitation is allowed to employees to attend educational and/or behavioral conferences or classroom activities at their children's school when these school visits cannot be scheduled outside of work hours. "Child" means biological, adopted, foster child or legal ward of an employee and who is enrolled in a primary or secondary public or private school; an educational facility in Illinois; or, a state which shares a common boundary with Illinois.

An eligible employee may request up to a total of 8 hours visitation in any school year, with a maximum of 4 hours in any given day. A written request must be submitted to the supervisor at least 7 days in advance of the visitation date. In emergency situations, at least 24 hours advance request is required. An employee may use accrued paid vacation for school visitation time, otherwise, the time will be unpaid.

## Funeral Pay

The Center recognizes that the loss of a family member through death is a traumatic experience and provides Regular full-time and Regular part-time employees, paid time off to attend the funeral of an immediate family member, or that of an extended family member. Employee may have up to 3 paid days off.

## Employee Assistance Services

The Employee Assistance Services Program provides voluntary, confidential and professional assistance to help employees and their families resolve problems that affect their personal lives or performance on-the-job.

The EAS Program is provided by Perspectives, LTD. Services include: Orientation to all employees concerning the EAS benefit. Development and implementation of a confidential referral system for treatment of troubled employees. 24/7 Telephone Emergency Response Service. Self referral or Management referral of a troubled employee in order to assist the employee in receiving additional appropriate and effective treatment. (Up to three visits at no cost to the employee with the EAS and thereafter on sliding scale and/or insurance benefits.). Confidential, viable and effective resources for employees experiencing problems Quarterly Newsletter. On-site training to managers & supervisors to assist in recognizing and advising employees who may be suffering from any problems. Statistical information on a bi-annual basis for evaluation purposes.

## Leave of Absence

The Center grants eligible employees up to twelve (12) workweeks of unpaid, job-protected family and medical leave during any rolling 12-month period, in accordance with the terms of this policy and the federal Family and Medical Leave Act of 1993 ("FMLA"). Employees are eligible for FMLA after completing one year of service and have worked at least 1250 hours in during the twelve months preceding the beginning of the requested leave. The benefit is pro-rated for eligible part-time employees. Eligible employees may take FMLA for the following reasons:

1. care of the employee's child at birth, or placement by adoption or foster care within 12 months after the birth or placement.
2. care of the employee's spouse, child or parent with a serious health condition that makes the employee unable to perform her/his job.
3. due to a serious health condition that makes the employee unable to perform her/his job.

## Military Caregiver Leave

The Center grants eligible employees a military caregiver leave of absence, in accordance with the terms of this policy and the federal Family and Medical Leave Act of 1993 (“FMLA”).

An eligible employee (as defined in the FMLA policy above) who is the spouse, child, parent or next of kin (i.e., the nearest blood relative) of a covered servicemember is entitled to a total of up to twenty-six (26) workweeks of leave during a single 12-month period to care for such servicemember. The “single 12-month period” in which Military Caregiver Leave may be taken begins on the first day the employee takes leave to care for the covered servicemember and ends 12 months after that date. The 26 workweeks of leave will be reduced by any leave taken under the above FMLA policy (for any covered reason) during the rolling 12-month period during which such Military Caregiver Leave is requested.

Qualifying exigency Leave To qualify for leave due to a “qualifying exigency,” the reason for the leave must fall in one of the following eight express categories:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation.
- Post-deployment activities

Qualifying exigency leave is permitted to address other events which arise out of the covered military member’s Federal active duty or call to active duty status provided that the Company and the eligible employee agree in writing that such leave qualifies as an exigency, and agree in writing to both the timing and duration of such leave.

## Vessa Leave

In accordance with the Illinois Victims Economic Security and Safety Act of 2003 [“VESSA” the “Act”] the Centers permit an eligible employee to take up to a maximum of twelve (12) weeks of unpaid leave during any twelve (12) month period, pursuant to the terms and conditions of this policy.

All employees, including full-time and part-time employees, who are a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) are eligible for leave under this policy, so long as they comply with the notice and certification requirements set forth below:

- (A) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee’s family or household member;
- (B) obtaining services from a victim services organization for the employee or the employee’s family or household member;
- (C) obtaining psychological or other counseling for the employee or the employee’s family or household member;

- (D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

### **Credit Union**

Employees may join a federally chartered Credit Union offering a full range of services: savings, credit cards, interest-bearing checking accounts; ATM cash cards; loans, IRAs; CDs, and a variety of savings clubs and insurance programs.

### **Parking**

At Marillac, street level parking for employees is available in the lot across Jackson.

At St. Vincent's, parking is available on a "first come, first serve" basis for \$10.00 per week. Employees may register their car(s) with the Front Desk and receive a "SVDPC" sticker to attach to the right rear window of the vehicle.

### **Professional Development for Teaching Staff**

St. Vincent de Paul Center in compliance with NAEYC Accreditation, provides our teaching staff with a comprehensive individualized professional development plan. This plan consists of on-going trainings that are held on and off site,

## Employee Benefits At-A-Glance:

	Hire Date	14 days	1 month	3 months	6 months	12 months
Paid Time Off			◆			
Paid Holidays	◆					
Paid Bereavement Time	◆					
Jury Duty	◆					
School Visitation				◆		
Leave of Absence						◆
Health Insurance	◆ Mgmt		◆			
Dental Insurance	◆ Mgmt		◆			
Basic Life Insurance and AD & D			◆			
Supplemental Term Life Insurance and AD & D			◆			
Professional Liability Insurance	◆					
Short Term Disability Insurance		◆				
Long Term Disability Insurance			◆			
Travel Accident Insurance	◆					
Retirement Savings Plan	◆					
Tuition Reimbursement					◆	
Employee Assistance Program	◆					
Credit Union	◆					
On site in-service education	As offered					

