

NW ALABAMA MENTAL HEALTH BENEFIT INFORMATION – FULL TIME EMPLOYEES

<u>VACATION</u>	Consumer Specialist hired on or after Dec. 1, 2016 will earn 1 week of vacation after completing one year of service as a full time employee. All Other employees, time accrues from your first full pay period at the rate of 6.66 hours per month for the first five years, 10 hours month for the following five and 13.32 hours for over 10 years. A cap of 240 hours may be accrued. Max of 240 paid at termination. Must work 6 months before accessing accruals. *** All other Employees hired on or after Oct. 1st, 2014 will begin accruing the pay period following completion of six (6) months of employment. Vacation accruals may be accessed after completing 1 year of service. A combination of full and part time service will apply.										
<u>SICK</u>	Time accrues at the rate of 8 hours per month. Maximum accrual time is 1,040 hours. If an employee ceases employment and becomes reemployed within two years sick time accruals will be reinstated. Must work 6 months before accessing accruals.										
<u>BEREAVEMENT</u>	Forty hours granted per calendar year for a death in the immediate family. (As defined in Personnel Policies and Procedure Manual)										
<u>MEDICAL</u>	The Center currently has self-funded group health insurance available with Blue Cross/Blue Shield for which the Center subsidizes half of the coverage. Insurance participation is mandatory. (No dental included) (Includes vision rider, see paperwork enclosed on Routine Vision Care network)										
	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center;">Single Coverage</td> <td style="text-align: center;">\$ 65.87 (per pay period)</td> <td style="text-align: center;">Family Coverage</td> <td style="text-align: center;">\$ 428.37 (per pay period)</td> </tr> </table>		Single Coverage	\$ 65.87 (per pay period)	Family Coverage	\$ 428.37 (per pay period)					
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<u>SOUTHLAND DENTAL</u>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><u>Defined Care 1500 Plan</u></td> <td style="text-align: center;">Single Coverage</td> <td style="text-align: center;">\$ 7.99</td> <td style="text-align: center;">Family Coverage</td> <td style="text-align: center;">\$ 22.32</td> </tr> <tr> <td></td> <td style="text-align: center;">Employee+1 -</td> <td style="text-align: center;">\$ 15.43</td> <td></td> <td></td> </tr> </table>	<u>Defined Care 1500 Plan</u>	Single Coverage	\$ 7.99	Family Coverage	\$ 22.32		Employee+1 -	\$ 15.43		
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NOTE: Medical and Dental Plans become effective second first of month following full-time hire date. Example: if hire date is Jan 1, effective date of insurance would be March 1, hire date Feb 1, effective date April, 1 etc. etc. **Rates for all plans are per pay period. Deductions will begin first pay period of month prior to coverage effective date.**

<u>LTD</u>	Becomes effective on 31st. day of employment/applies after 90 days of disability after effective date.
<u>RETIREMENT</u>	Administered through Alabama State Retirement system (6% of Gross Pay) Vested after ten years of service. <i>Mandatory for all employees working twenty or more hours a week in a permanent position. Retirement Systems of Alabama 1-800-214-2158.</i>
<u>HOLIDAYS</u>	The Center currently observes ten holidays. (No waiting period required to be eligible) <ul style="list-style-type: none"> • New Year's Eve/Day Memorial Day Thanksgiving Day/Day After Employee's Birthday • Christmas Eve/Day Independence Day Labor Day
<u>WORKERS COMPENSATION</u>	Provided to all employees as mandated by Alabama Workers Compensation (66 % of gross earnings)
<u>PAY PERIODS</u>	24 pay periods – 15 th and last day of each month. Direct deposit is available.

OPTIONAL BENEFITS: AFLAC information is available upon request! ALSO available Mutual of Omaha Voluntary Life Insurance

Questions regarding benefits? Contact HR Department at 302-9004 (Amber) Payroll Questions? Myron 302-9031 HR FAX# 302-9079

NOTE: No provision of this handout is considered a contract. The Center reserves the right to rescind or modify benefits as deemed necessary. December 15th, 2017