



Fact Sheet & Summary of Benefits



Office Hours

7:30 am to 5:30pm Monday-Thursday

7:30am to 4:30pm Friday

Overtime

Paid at 1.5 times the regular pay rate and double time for any hours over 12 for hourly staff

Does not pertain to salaried staff

90-day introductory period

Performance Review

Most benefits become effective the first of the month following 90 days

Benefits package

Benefits eligibility for regular full-time employees

Medical

100% HMO employee & 50% HMO dependent cost paid by employer

PPO plan available

Dental

100% DHMO employee & 50% DHMO dependent cost paid by employer

PPO plan available

Vision (eyewear only)

Coverage available (paid by employee)

Life insurance (\$15,000 policy)

Paid by employer

Long term disability

Paid by employer (available for most regular non-exempt employees)

Coverage available for regular salaried exempt employees (paid by employee)

401(k) plan

Available after three months (January/July enrollment)

Personal time off (PTO)

0-5 years accrued at 4.0 hrs. per pay period (26 pay periods annually)

5 years and up accrued at 5.54 hrs per pay period

9/80 alternative work week schedule

For certain job classifications, every other Friday off

Paid holidays

Benefits eligibility varies with employment category

Seven, including: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day

Professional work environment

Dress code: Professional and presentable

Work ethic: Work hard/play hard

Social events

Pot lucks/picnics/holiday dinner-dance

Paydays

Every other Thursday