

# Brooklawn Child & Family Services

## Benefits Summary

7/1/09

BENEFIT OPTIONS	EMPLOYEE STATUS	COST PER PAY PERIOD	ELIGIBILITY DATE
<b>Health Insurance</b>  Humana  Four Options	Full-Time	Single = \$14.53 to \$33.91 Employee/Spouse/Domestic Partner = \$131.39 to \$170.15 Employee/Children = \$119.69 to \$156.52 Family = \$271.61 to \$333.65	Eligible first of the month after <b>sixty (60)</b> days of full-time employment
<b>Dental Insurance</b>  Humana Preventive Plus  <i>or</i>  Humana PPO	Full-Time	Single = \$1.99 Employee/Spouse/Domestic Partner = \$6.65 Employee/Children = \$8.09 Family = \$13.72  Single = \$8.09 Employee/Spouse/Domestic Partner = \$20.63 Employee/Children = \$17.10 Family = \$30.03	Eligible first of the month after <b>sixty (60)</b> days of full-time employment
<b>Life Insurance</b>  American United Life Ins. Co.	Full-Time	Paid by Brooklawn- benefit twice annual base salary	Eligible first of the month after <b>sixty (60)</b> days of full-time employment
<b>Employee Assistance Program</b>  Wayne Corporation	All Employees	Paid by Brooklawn	Effective date of hire
<b>Retirement Plan</b>  Individual Retirement Account - 403B	Full-Time and Part-Time*	Brooklawn contributes a percentage to the program	*Must be 21 years of age with at least one year of employment at Brooklawn, and 1,000 hours or more worked per year.
<b>Tax-deferred Annuity Plan</b>	Full- Time	Employee contributes through payroll deduction (max of 25% of salary or \$12,000 annually.)	Effective date of hire
<b>Long-Term Disability</b>  60% of basic monthly earnings* if an employee becomes totally disabled for 90 days or more *maximum benefits apply	Full-Time	Paid by Brooklawn	Eligible first of the month after <b>sixty (60)</b> days of full-time employment
<b>Vision Coverage</b>  <b>CompBenefits Insurance Co.</b>	Full-Time	Single = \$3.25 Family = \$7.88	Eligible first of the month after <b>sixty (60)</b> days of full-time employment

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BENEFITS	EM PLOYEE STATUS	ELIGIBILITY REQUIREMENTS
<b>Paid Time Off (PTO)</b>	Full-Time Non-Exempt (Hourly) Employees	PTO for those with 5 years or less will be accrued at a fixed rate (6.923%) of hours paid during the pay period. Hours in excess of 40 hours per week will not be eligible for PTO accrual. Maximum PTO Account consists of 184 hours per year. <b>*Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment.</b>
	Full-Time Exempt (Salaried) Employees	PTO for those with 5 years or less will be accrued at a fixed rate (7.08) of hours paid during the pay period. Maximum PTO Account consists of 224 hours per year. <b>*Accruals begin the first full pay period after hire.</b>
	Part-Time Employees	PTO will accrue at a fixed rate of (4%) of hours paid during the pay period. Hours in excess of 40 hours per week will not be eligible for PTO accrual. Maximum PTO will be based on regularly scheduled hours. <b>*Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment.</b>
<b>Sick Pay</b>	Full-Time Non-Exempt (Hourly) Employees	Sick Time will accrue at the rate of (3.846%) of straight-time hours paid each pay period (for a possible maximum of 80 hours per 12 month period.) <b>*Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment</b>
	Full-Time Exempt (Salaried) Employees	Sick Time will accrue at the rate of (3.08) of hours per pay period (for a maximum of 80 hours per 12 month period.) <b>*Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment</b>
<b>Bereavement Leave</b>	Full-Time	Up to three (3) days off with pay for the death of an eligible immediate family member. <b>Effective date of hire.</b>

Feel free to ask our Human Resources representatives any additional questions regarding these benefits.

**NOTE:** The formal documents and policy statements are the ones we will follow in the administration of the programs.

Revised 07/25/08  
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