

Brooklawn Child & Family Services Benefits Summary

BENEFIT OPTIONS	EMPLOYEE STATUS	COST PER PAY PERIOD	ELIGIBILITY DATE
Health Insurance Humana Four Options	Full-Time	Single = \$13.00 to \$30.34 Employee/Spouse = \$117.53 to \$152.21 Employee/Children = \$107.07 to \$140.01 Family = \$242.96 to \$298.44	Eligible first of the month after sixty (60) days of full-time employment
Dental Insurance DeltaDental DHMO <i>or</i> DeltaDental PPO	Full-Time	Single = \$3.47 Employee plus One = \$7.94 Family = \$14.00 Single = \$6.28 Employee plus One = \$13.22 Family = \$22.64	Eligible first of the month after ninety (90) days of full-time employment
Life Insurance American United Life Ins. Co.	Full-Time	Paid by Brooklawn- benefit twice annual base salary	Eligible first of the month after ninety (90) days of full-time employment
Employee Assistance Program Wayne Corporation	All Employees	Paid by Brooklawn	Effective date of hire
Retirement Plan 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.
Tax-deferred Annuity Plan	Full- Time	Employee contributes through payroll deduction (max of 25% of salary or \$12,000 annually.)	Effective date of hire
Long-Term Disability 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 ninety (90) days of full-time employment
Vision Coverage CompBenefits Insurance Co.	Full-Time	Single = \$2.95 Family = \$7.21	Eligible first of the month after ninety (90) days of full-time employment

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Paid Time Off (PTO)	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. *Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment.
	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. *Accruals begin the first full pay period after hire.
	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. *Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment.
Sick Pay	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.) *Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment
	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.) *Accruals begin the first full pay period after hire, but are not eligible for use until after 90 days of employment
Bereavement Leave	Full-Time	Up to three (3) days off with pay for the death of an eligible immediate family member. <i>Effective date of hire.</i>

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.

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Saved as: Benefits Summary