

**YOUTH & FAMILY SERVICES  
AGENCY BENEFIT SYNOPSIS**

<b>Benefit</b>	<b>Who Pays</b>	<b>When Eligible</b>	<b>Who Eligible</b>	<b>What You Will Receive</b>
PTO	YFS	Immediate	30 hr/wk employee	1-2 yrs = 3 weeks 3-5 yrs = 4 weeks 6-11 yrs = 5 weeks 12+yrs = 6 weeks
Paid Holidays	YFS	Immediate	30 hr/wk employee	New Year's, Presidents, Memorial, 4 <sup>th</sup> of July, Labor, Veterans, Thanksgiving, Christmas, Birthday, + 2 discretionary
Life Insurance (YFS covers 50% of premium cost)	You & YFS	1 <sup>st</sup> of month after 1 month of employment	30 hr/wk employee	\$25,000 policy
Long Term Disability Ins. (YFS covers 50% of premium cost)	You & YFS	1 <sup>st</sup> of month after 1 month of employment	30 hr/wk employee	See Summary Plan
Major Medical Insurance (YFS covers a significant portion of premium costs depending on the respective plan)	You & YFS	1 <sup>st</sup> of month after 1 month of employment	30 hr/wk employee	See Summary Plan
Dental Insurance	You	1 <sup>st</sup> of month after 1 month of employment	30 hr/wk employee	See Summary Plan
Vision Insurance	You	1 <sup>st</sup> of month after 1 month of employment	30 hr/wk employee	See Summary Plan
Health Savings Account Premium Conversion	You & YFS You	Immediate Immediate	30 hr/wk employee	Pre-Tax Savings See Summary Plan
Social Security	You & YFS	Immediate	All	Retirement disability & or survivor income
Breaks	YFS	Immediate	All	Within each eight-hour period, two 15-minute periods are allowed for breaks.
Overtime	YFS	Immediate	Non-exempt hourly	1 1/2 x regular hourly rate
Premium Pay	YFS	Immediate	Non-exempt salary	1/2 x calculated week hourly rate
Salary Increases	YFS	After Probationary Period & Annually	Based on YFS \$ Standing	Annual raise – March 1

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Public Service Loan Forgiveness Program	N/A	After 120 qualifying payments on eligible federal student loans	All	Loan forgiveness
Workers Compensation Ins.	YFS	Immediate	All	Surgical, medical, comp for on-the-job injuries
Training	YFS	Immediate	All	In-service training and education
On-Site Meals	You & YFS	Immediate	All	Nutritious meal \$3.00/meal
Retirement Plan & 401(k)	YFS	After one year and Jan. 1 & July 1 entry	Those working 1,000 hours	See Summary Plan Description
Discount Cell Phone	You	Immediate	All	<u>Verizon Wireless</u> (15%-22% Discount/Selected Plans) <u>AT&amp;T</u> (\$10/line or 6% Discount/Selected Plans)
Jury Duty	YFS	Immediate	All	Normal pay while on jury duty 22 days maximum
Military Leave	You	Immediate	All	Leave of absence. Full Longevity Rights
AFLAC Supplemental Insurance	You	Offered each year during open enrollment	All	Accident, Cancer, Intensive Care, Life Addt.
Employee Discount of Child Care Fee YFS Child Development Center (CDC)*  <i>* Available only for CDC staff who hold position in the Assistant or Specialist classification</i>	You	Immediate	30 hr/wk employee	20% discount to the out of pocket balance after state assistance and other discounts have been applied.  See Application for Employee Discount of Child Care Fee

The above is a general summary, please contact the Human Resource Department for more detailed information.