

Benefits Summary

Health Insurance: New Employees are eligible for coverage on the first of the month following 30 days of employment. Employees are offered either PPO or HMO based on regional availability. PPO coverage has a pre-existing condition clause. Employees are required to pay a portion of the health insurance premium.

- 20 – 31 hours per week—Kids Hope United pays 50 percent of the monthly premium they would have paid for a full-time employee for all tiers of coverage.
- 32 – 40 hours per week—Kids Hope United pays 15 percent of the monthly premium they would have paid for a full-time employee for all tiers of coverage.

Dental Insurance: New Employees are eligible for coverage on the first of the month following 30 days of employment. All employees are offered DMO or DPO HUMANA coverage. Florida employees are also offered HUMANA with the same choices. Employees are required to pay a portion of the dental insurance premium.

- 20 – 31 hours per week—Kids Hope United pays 15 percent of the monthly premium they would have paid for a full-time employee for all tiers of coverage.
- 32 – 40 hours per week—Kids Hope United pays 50 percent of the monthly premium they would have paid for a full-time employee for all tiers of coverage.

Vision Insurance: New employees are eligible for coverage on the first of the month following 30 days of employment. Vision Service Plan (VSP) has one of the largest networks of vision providers and offers affordable eye-care plans with substantial savings and discounts.

Basic Life Insurance/AD&D: Basic Life Insurance and Basic Accidental Death & Dismemberment Insurance are available at no cost to all full-time regular employees the first of the month following 30 days of employment. Kids Hope United will provide two times an employee's annual salary, up to a maximum of \$50,000 in coverage.

Optional Life Insurance: Employees can purchase additional coverage for themselves, their spouse and their dependents in increments of \$10,000 for the employee; \$5,000 for their spouse and \$2,500 for dependents. Coverage amounts and caps vary based on age and amount of coverage.

Short-Term Disability (STD): STD may be used for conditions that qualify under FMLA and is available after the third day of illness. Four (4) 50 percent days of STD paid time is added per year on Dec. 31 to the employee's STD bank until they receive the maximum amount of 20 full-time and 40 50 percent days. All available vacation and PTO time must be used before STD paid time can be accessed.

Long-Term Disability: Kids Hope United pays the full monthly premium. Employees are eligible after 365 days of employment and 90 days of disability as evaluated by the insurance carrier. Benefits are equal to 60 percent of the first \$8,333 of your monthly pre-disability earnings to a maximum amount of \$5,000. Pre-existing conditions apply.

Flexible Benefit and Section 125 Plan: This is a voluntary benefit for employees. This program allows employees to fund certain specific expenses with pre-tax dollars rather than after-tax dollars. Employees can have their insurance benefit contributions deducted pre-tax.

Employee Assistance Program: The EAP is designed to assist in the identification and resolution of employee problems that may interfere with the employee's well-being, as well as his or her productivity in the workplace.

Retirement Plan: Employees are eligible for TAS, the retirement plan that is based on employee contributions, at any time. Kids Hope United matches 50 percent of every dollar contributed with a 4 percent cap. Matching funds are deposited each Nov. 1 for employees who are eligible.

Vacation: Employees will earn vacation time each payroll period by job classification:

- Non-exempt Regular Employees: Full-time employees will earn five days of vacation during their second six months of employment and a maximum amount of 10 per year thereafter accrued, with a maximum accrual of 80 hours at any time.
- Exempt Regular Employees: Full-time employees will earn 10 days of vacation during their second six months of employment and a maximum of 20 days of vacation thereafter accrued, with a maximum accrual of 160 hours at any time.
- Regular Family Educators: Full-time employees will earn 10 days of vacation during their second six months of employment and a maximum of 20 days of vacation thereafter accrued anniversary date to anniversary date.

Paid Time Off (PTO): PTO days are designed to provide flexibility in scheduling time away from work and to meet the individual needs of the employee. PTO days are accrued at a rate of 2.46 hours per pay period with a maximum accrual of 64 hours.

Paid Flexible Days (PFD): Any regular part-time employee working 20 or more hours per week will receive one pro-rated day per month, which is intended to cover all paid time off, including vacation, holidays and PTO. These days must be used before Dec. 31 each year.

Holidays: Kids Hope United recognizes seven fixed holidays during each calendar year for regular full-time employees.