

Monadnock Family Services
Summary of Benefits
FY 2020-2021

Eligibility: Employees regularly scheduled to work a minimum of 17.5 hours per week
Effective date: Upon hire

1. Holidays

- a. The Holiday Schedule is determined and approved by the CEO each year.
- b. Holiday time is prorated for part-time employees.
- c. The following is a list of the approved holidays for 2021.

New Year's Day
Civil Rights' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

2. Tax Sheltered Annuity

- a. Principal Financial Group
- b. Employees can begin contributions to Traditional or Roth accounts with the first paycheck

Eligibility: Employees regularly scheduled to work a minimum of 17.5 hours per week
Effective date: First of month after one month of service

1. Life Insurance & Accidental Death & Dismemberment

- a. Prudential
- b. Employees receive life insurance equal to the employee's annual base salary, rounded up to the next thousand dollars to a maximum of \$50,000.
- c. Accidental Death and Dismemberment (AD&D) is also provided and is equal to the employee's basic life insurance.

Cost to Employee: None

Eligibility: Employees regularly scheduled to work a minimum of 17.5 hours per week
Effective date: Can begin to use after one (1) month of service

2. Sick Time

- a. Accrue sick time monthly up to 12 days annually.
- b. Sick time is prorated for part-time employees.
- c. Sick time is to be used for the employee's personal illness, medical or dental appointments, or injury.

Cost to Employee: None

Eligibility: Employees regularly scheduled to work a minimum of 28 hours per week
Effective date: First of month after one month of service

3. Health Insurance

- a. Health Maintenance Organization plan (HMO) through Tufts Health Freedom

Cost to Employee: Based on Employee FTE and type of coverage.

4. Dental Insurance

- a. Northeast Delta Dental Insurance Company.
- b. Eligible preventive services are covered at 100% of the reasonable and customary charges. Eligible dental treatments for basic and major/restorative care are paid at 80% and 50% respectively, after a \$50 calendar year deductible (\$150 per family). The calendar year maximum benefit for all covered dental services is \$1,000 per person.

Cost to Employee: Based on Employee Full-time Equivalent (FTE).

5. Long Term Disability

- a. Prudential
- b. In the event an employee becomes totally disabled, benefits begin after 90 days of disability.
- c. The benefit is equal to 60% of salary up to a maximum of \$8,000 per month.

Cost to Employee: None

Eligibility: Employees regularly scheduled to work a minimum of 17.5 hours per week
Effective date: Can begin to use after three (3) months of service

6. Vacation Time

- a. Accrue vacation time monthly up to 12 days annually for the first year of employment.
- b. Vacation time is prorated for part-time employees.
- c. After the first year, employees earn 2 additional vacation days per year up to a maximum of 22 days annually after 6 years of service.
- d. Begins to accrue immediately and is available.

Cost to Employee: None

7. Holidays & Floating Holidays

- a. 3 floating holidays per year are provided in January.
- b. Assigned by the CEO as an additional holiday for the Observed Holiday Schedule in a given year.
- c. These days are in addition to vacation and sick leave; and to the organization's designated annual holidays.
- d. Only one floating holiday may be taken in any month to equal three for the year.
- e. Floating holidays may be prorated in the employee's first year of service.

Cost to Employee: None

Effective date: After one (1) year of service with a minimum of 910 hours

8. Tax Sheltered Annuity

- a. Monadnock Family Services contributes 1% of your gross wages each pay period.
- b. Employees are 100% vested in contributions made by the Agency.
- c. The current provider of the plan is Principal Financial Group.

Cost to Employee: None

Additional Benefits Include:

- Pre-tax deductions for Employee cost of medical and dental insurance
- Medical Expense Reimbursement Plan – for employees on Agency health insurance – Agency reimburses the employee a portion of their plan's deductible annually per individual and/or family member up to three per family
- Employee Assistance Program – all part-time and full-time benefited employees up to 3 visits per occurrence
- Loan Forgiveness opportunities
- Direct Deposit
- Bereavement Days
- Small low-interest loans

Employee Deduction Options for Full-time and Part-time Employees:

- Flexible Spending Accounts - First of the month following three months of employment
- Tax Sheltered Annuity deductions can be taken at any time after date of hire

The above information provides only a brief summary of each benefit. If you have benefit questions or would like additional details, please contact the Human Resources Department.