

**Monadnock Family Services
2023 Summary of Benefits**

Eligibility: Employees regularly scheduled to work 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.
 1. New Year's Day
 2. Civil Rights' Day
 3. Memorial Day
 4. Juneteenth
 5. Independence Day
 6. Labor Day
 7. Thanksgiving Day
 8. Day after Thanksgiving
 9. Christmas Day

2. Tax Sheltered Annuity with Principal Financial Group

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

Eligibility: Employees regularly scheduled to work 17.5+ hours per week
Effective date: First of month after one (1) month of service

1. Life Insurance & Accidental Death & Dismemberment with Prudential Financial Group Insurance

- a. Employees receive life insurance equal to the employee's annual base salary, rounded up to the next thousand dollars to a maximum of \$100,000.
- b. Accidental Death and Dismemberment (AD&D) is also provided and is equal to the employee's basic life insurance.
- c. Cost to Employee: None

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

1. 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.
- d. Cost to Employee: None

Eligibility: Employees regularly scheduled to work 28+ hours per week
Effective date: First of month after one (1) month of service

1. Self-Insured Health Insurance with Health Plans Inc.

- a. EPO1500
 - i. Cost to Employee: Based on Employee FTE.
- b. HSA 4000 w/Health Savings Account (HSA)
 - i. Cost to Employee: Based on Employee FTE and includes up to \$2,000 contribution to HSA account.

2. Dental Insurance with Northeast Delta Dental Insurance Company

- a. 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 \$1,400 per person.
- b. Cost to Employee: Based on Employee Full-time Equivalent (FTE).

3. Long Term Disability with Prudential Financial Group Insurance

- a. In the event an employee becomes totally disabled, benefits begin after 90 days of disability.
- b. The benefit is equal to 60% of salary up to a maximum of \$8,000 per month.
- c. Cost to Employee: None

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

1. 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 to use after 90 days (3 months) of service.
- e. Cost to Employee: None

2. Floating Holidays

- a. 3 floating holidays (aka personal days) per year depending on start date.
- a. In January of each year following hire date, 3 days are provided.
- b. These days are in addition to holiday, vacation, and sick leave.
- c. Only one floating holiday may be taken in any month.
- d. Floating holidays must be taken in full based on FTE. For example, if FTE = 80%, 5.6 hours of floating holiday must be taken at a time.
- e. Floating holidays may be prorated in the employee's first year of service and are based on FTE.
- f. Cost to Employee: None

Eligibility: Employees regularly scheduled to work 17.5+ hours per week
Effective date: First of month after three (3) months of service

1. Flexible Spending Account (FSA) or Limited Purpose Flexible Spending Account (LPFSA) administered by Paylocity

- a. FSA is permissible with EPO 1500. FSA is a use it or lose it account.
- b. LPFSA (dental and vision) is allowed with HSA 4000 option.
- c. Employees contribute pre-tax dollars to help offset eligible medical and dental expenses
- d. Can also be used for eligible over-the-counter purchases
- e. FSAstore.com or HSAstore.com

2. Dependent Care Accounts (DCA) administered by Paylocity

- a. Employees contribute pre-tax dollars to help offset dependent care expenses

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

1. Tax Sheltered Annuity with Principal Financial Group

- a. Monadnock Family Services provides discretionary contributions equal to 1% of your gross wages each pay period.
- b. Employees are 100% vested in contributions made by the Agency.
- c. Cost to Employee: None

Additional Benefits Include:

- Pre-tax deductions for employee cost of medical and dental insurance
- Employee Assistance Program – all part-time and full-time benefited employees up to 3 visits per occurrence
- Loan Forgiveness opportunities
- Tuition Assistance
- Direct Deposit
- Bereavement Pay
- Small zero-interest loans

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.