



Benefits Summary for Full Time Employees

★ Vacation Time

Vacation time is available for use after 3 months of full time employment and receipt of a successful three month evaluation. Vacation time is accrued each pay period.

Year 1 - 3	2 weeks (80 hours)
Year 4 – 6	3 Weeks (120 hours)
Year 7 +	4 Weeks (160 hours)

★ Sick Time

Sick time is available for use after the completion of 90 days of employment. 40 hours of sick time is available on July 1st or date of hire for use during the current fiscal year (July 1st – June 30th) and is renewed each year on July 1st.

★ Holiday Pay

Agency holiday calendars are established each year and are based on the needs of specific locations and program coverage. Further details on holiday pay are available from direct supervisors.

★ Referral Bonus Program

Refer a candidate to the agency and if they are hired and complete a successful three month evaluation you will receive a bonus! If the candidate is hired as a full time employee you will receive \$500 or if the candidate is hired as a part time employee you will receive \$250. **This bonus will be awarded after the referred employee has received a successful initial evaluation. The referring employee must be a current employee at the time the criteria is met in order to receive the bonus.*

★ Annual Merit Bonus Opportunity

The Merit Bonus is a way to reward employees for a job well done during their evaluation year. If the employee qualifies for their base bonus they may choose from various opportunities identified to increase their Merit Bonus up to a predetermined amount set by the Venture Board of Directors (based upon the availability of funds each fiscal year upon completion of the annual audit).

★ Health Insurance: Fallon Community Health Plan

Coverage becomes effective on the 1st of the month after 30 days of active full time employment. Agency contributes a percentage based on plan selection, level of coverage.

FALLON PLAN TYPE	Individual coverage/ bi-weekly premium	Family coverage / bi-weekly premium
Direct HMO	94.30	245.17
Select HMO	104.76	261.75
PPO *	104.76	261.75

*PPO option for non-Massachusetts residents only.

Annual deductibles apply for all plans – employee is responsible for \$1500/individual; \$3000/family.

★ Health Reimbursement Arrangement

An employer-funded account that helps employees pay for qualified medical expenses not covered by their **health** plan. HRAs are compatible with the **Fallon Health plan** and they are owned by the employer. After an employee has met their responsibility of \$1500/individual and \$3000/family, the employer will pay the remaining \$1500/individual; \$3000/family.

★ **Dental Insurance: Guardian Dental**

Coverage becomes effective on the 1st of the month after 30 days of active full time employment. Employee paid:

Individual Dental Plan	\$16.16 (bi-weekly)
Family Dental Plan	\$43.13 (bi-weekly)

★ **Vision Insurance: Guardian Vision Plan**

Coverage becomes effective on the 1st of the month after 30 days of active full time employment. Employee Paid:

Individual Vision Plan	\$4.23 (bi-weekly)
Family Vision Plan	\$9.09 (bi-weekly)

★ **Life Insurance: Guardian**

Coverage becomes effective on the 1st day of the month after 6 months of Full Time employment. Full time employees receive **\$15,000 agency-paid life insurance** and are automatically enrolled upon eligibility. Additional life insurance for the employee, spouse and/or child coverage may be purchased and is fully employee funded. Restrictions and limits may apply.

★ **Flexible Spending Account: UltraBenefits**

Coverage becomes effective on the 1st of the month after 30 days of active full time employment. Employee paid through pre-tax payroll deductions. Monies are used to offset the cost of out of pocket medical and dental expenses such as co-payments, prescriptions and deductibles up to a maximum of \$2,000 annually. Child Care expenses option as well up to a maximum of \$5,000 annually. Restrictions and limits apply. Fully employee funded.

★ **Short Term Disability Insurance: Guardian**

Coverage becomes effective on the 1st day of the month after 6 months of Full Time employment. Employees select and design a policy to suit their individual needs: features disability benefits for covered accidents/illnesses with varying benefit periods, elimination periods and monthly benefit choices. Fully employee funded.

★ **Long Term Disability Insurance: Guardian**

Coverage becomes effective on the 1st day of the month after 6 months of Full Time employment. Employee paid through payroll deductions, post-tax. Coverage (25%, 40%, or 50%) goes into effect 180 days after injury/illness in which you are totally disabled. This is a group policy. If you leave Venture, you may continue this plan for up to one year. The maximum monthly disability benefit is \$5,000 per month. Fully employee funded.

★ **Employee Assistance Program: Guardian - WorkLifeMatters**

This plan is available immediately upon hire. Guardian offers a comprehensive WorkLifeMatters Employee Assistance Program available through Integrated Behavioral Health, provides you and your family members with confidential, personal and web-based support on a wide variety of important and relevant topics — such as stress management, dependent/elder care, nutrition, fitness, and legal and financial issues.

★ **Retirement Savings Plan/Tax Sheltered Annuity 403B: MetLife or VOYA**

This plan is available immediately upon hire. Fully employee funded – the agency does not contribute. Employee contribution up to 100% (Federal pre-tax; State and SS tax is deducted) through payroll deductions. This is available to Full Time employees only.

★ **Tuition Remission**

Tuition Remission is available to employees hired to work 30+ hours per week after 6 months of employment. Includes Massachusetts state-supported undergraduate courses at any community college, state college or state university (excluding the University of Massachusetts Medical Center), on a tuition-free basis. This program does not cover costs for program fees, application fees, laboratory fees, books and supplies, or any other costs. Restrictions and limits apply.

★ **Tuition Reimbursement**

Tuition Reimbursement is available to employees hired to work 30+ hours weekly in a supervisory, management or other specifically defined position after 6 months of employment and the successful completion of the 90 day orientation period. Restrictions and limits apply.

Benefits Summary for Part Time Employees

★ **Vacation Time**

Part Time Administrative and Day Hab employees are eligible for vacation time. Vacation time is available for use after 3 months of employment and receipt of a successful three month evaluation. Vacation time is accrued each pay period based on the number of hours hired to work.

★ **Sick Time**

Sick time is available for use after the completion of 90 days of employment. 40 hours of sick time is available on July 1st or date of hire for use during the current fiscal year (July 1st – June 30th) and is renewed each year on July 1st.

★ **Annual Merit Bonus Opportunity**

The Merit Bonus is a way to reward employees for a job well done during their evaluation year. If the employee qualifies for their base bonus they may choose from various opportunities identified to increase their Merit Bonus up to a predetermined amount set by the Venture Board of Directors (based upon the availability of funds each fiscal year upon completion of the annual audit).

★ **Referral Bonus Program**

Refer a candidate to the agency and if they are hired and complete a successful three month evaluation you will receive a bonus! If the candidate is hired as a full time employee you will receive \$500 or if the candidate is hired as a part time employee you will receive \$250. **This bonus will be awarded after the referred employee has received a successful initial evaluation. The referring employee must be a current employee at the time the criteria is met in order to receive the bonus.*

★ **Health Insurance: Fallon Community Health Plan**

Part Time employees hired to work 30 - 39 hours per week are eligible for coverage under our plan designed to meet the Affordable Care Act standards. Coverage becomes effective on the 1st of the month after 30 days of active employment.

FALLON PLAN TYPE	Individual
Direct HMO	\$94.30
Select HMO	\$104.76
PPO *	\$104.76

Family coverage premiums will vary based on plan elected.

*PPO option for non-Massachusetts residents only. Annual deductibles apply for all plans – employee is responsible for \$2000/individual; \$4000/family.

★ **Dental Insurance: Guardian Dental**

Part Time employees hired to work 30+ hours per week are eligible for coverage. Coverage becomes effective on the 1st of the month after 30 days of active employment. Employee paid:

Individual Plan	\$16.16 (bi-weekly)
Family Plan	\$43.13 (bi-weekly)

★ **Vision Insurance: Guardian Vision Plan**

Part Time employees hired to work 30+ hours per week are eligible for coverage. Coverage becomes effective on the 1st of the month after 30 days of active employment. Employee paid:

Individual Plan	\$4.23 (bi-weekly)
Family Plan	\$9.09 (bi-weekly)

★ **Flexible Spending Account: UltraBenefits**

Part Time employees hired to work 30+ hours per week are eligible for coverage. Coverage becomes effective on the 1st day of the month after 30 days of employment. Employee paid through pre-tax payroll deductions. Monies are used to offset the cost of out of pocket medical and dental expenses such as co-payments, prescriptions and deductibles up to a maximum of \$2,000 annually. Child Care expenses option as well up to a maximum of \$5,000 annually. Restrictions and limits apply. Fully employee funded.

★ **Short Term Disability Insurance: Guardian**

Part Time employees hired to work 30+ hours per week are eligible for coverage. Coverage becomes effective on the 1st day of the month after 6 months of employment. Employees select and design a policy to suit their individual needs: features disability benefits for covered accidents/illnesses with varying benefit periods, elimination periods and monthly benefit choices. Fully employee funded.

★ **Long Term Disability Insurance: Guardian**

Part Time employees hired to work 30+ hours per week are eligible for coverage. Coverage becomes effective on the 1st day of the month after 6 months of employment. Employee paid through payroll deductions, post-tax. Coverage (25%, 40%, or 50%) goes into effect 180 days after injury/illness in which you are totally disabled. This is a group policy. If you leave Venture, you may continue this plan for up to one year. The maximum monthly disability benefit is \$5,000 per month. Fully employee funded.

★ **Employee Assistance Program: Guardian - WorkLifeMatters**

This plan is available immediately upon hire. Guardian offers a comprehensive WorkLifeMatters Employee Assistance Program available through Integrated Behavioral Health, provides you and your family members with confidential, personal and web-based support on a wide variety of important and relevant topics — such as stress management, dependent/elder care, nutrition, fitness, and legal and financial issues.

★ **Tuition Remission**

Tuition Remission is available to employees hired to work 30+ hours per week after 6 months of employment. Includes Massachusetts state-supported undergraduate courses at any community college, state college or state university (excluding the University of Massachusetts Medical Center), on a tuition-free basis. This program does not cover costs for program fees, application fees, laboratory fees, books and supplies, or any other costs. Restrictions and limits apply – see benefits coordinator for requirements.

★ **Tuition Reimbursement**

Tuition Reimbursement is available to employees hired to work 30+ hours weekly in a supervisory, management or other specifically defined position after 6 months of employment and the successful completion of the 90 day orientation period. Restrictions and limits apply.

Benefits Summary for Relief Employees

★ Sick Time

Sick time is available for use after the completion of 90 days of employment. 40 hours of sick time is available on July 1st or date of hire for use during the current fiscal year (July 1st – June 30th) and is renewed each year on July 1st.

★ Referral Bonus Program

Refer a candidate to the agency and if they are hired and complete a successful three month evaluation you will receive a bonus! If the candidate is hired as a full time employee you will receive \$500 or if the candidate is hired as a part time employee you will receive \$250. **This bonus will be awarded after the referred employee has received a successful initial evaluation. The referring employee must be a current employee at the time the criteria is met in order to receive the bonus.*

★ Employee Assistance Program: Guardian - WorkLifeMatters

This plan is available immediately upon hire. Guardian offers a comprehensive WorkLifeMatters Employee Assistance Program available through Integrated Behavioral Health, provides you and your family members with confidential, personal and web-based support on a wide variety of important and relevant topics — such as stress management, dependent/elder care, nutrition, fitness, and legal and financial issues.