

Benefits Summary By Employee Type

	Contract	Relief/ Temp	PT.25- PT.50	PT.625- PT.875	Full Time
HEALTH BENEFITS					
Health Insurance: Must sign up before deadline. Begins 1 st of the month following 30 days of hire. No Employee Premiums			✓	✓	✓
Short Term Disability & Long Term Disability. Employer paid. Eligible 1 st of the month following 30 days of hire. STD 60% of employee's weekly earnings up to \$1000 per week. LTD 60% of the employee's monthly earnings up to \$5000 per month.				✓	✓
Life Insurance, AD&D insurance. Employer paid. Eligible 1 st of the month following 30 days of hire. Basic life insurance equals 2 ½ times your annual earnings to a maximum of \$250,000. Benefits may also be available in the event of accidental death or dismemberment. Employees must have on file a signed beneficiary.				✓	✓
Recreation Center & Pool Pass Free using NSHC ID card (for employees only.)		✓	✓	✓	✓
Workers Compensation The Report of Occupational Injury or Illness Report form must be submitted within 24 hours to HR. Please refer to Employee Handbook section 5.65		✓	✓	✓	✓
FINANCIAL BENEFITS					
Cafeteria Benefit: Sign up at the Dietary office for a meal card and that will entitled you to discounts on your food purchases.		✓	✓	✓	✓
Direct Deposit: You must complete authorization forms and submit account information into HR.		✓	✓	✓	✓
Flexible Spending Account. Pre-taxed savings account for medical and dependent care expenses. Must sign up within 30 days of hire. Begins 1 st of the month following 30 days of hire.				✓	✓
Funeral Benefit: \$1000 paid to your beneficiary. Employees must have on file a signed beneficiary.				✓	✓
Money Purchase Plan. Retirement Plan. Employer paid. 7% of your gross earnings on a quarterly basis. Begins after 1 year of employment and 1000 hours of service. There is a vesting schedule.			✓	✓	✓
Tax Sheltered Annuity Plan 403(b). Retirement Plan. Employee paid. You select the amount. Sign up at HR.		✓	✓	✓	✓
LEAVE BENEFITS					
Flex Leave (Vacation leave). Accruals start on first day of employment. Must be employed 90 days to use it. Please refer to Employee Handbook section 5.15			✓	✓	✓
Extended Illness Leave (Sick leave).). Accruals start on first day of employment. Must be employed 90 days. Please refer to Employee Handbook section 5.40			✓	✓	✓
Subsistence Leave Subsistence leave is to be used for subsistence purposes only. Subsistence leave is subtracted from an employee's accrued extended illness bank of hours. There are limitations please refer to Employee Handbook section 5.45			✓	✓	✓
Holiday pay. 10 paid holidays including employee's birthday. Please refer to Employee Handbook section 5.35			✓	✓	✓
Jury Duty Pay Employees must obtain a jury duty slip from the court clerk and submit any compensation received from the court to their immediate supervisor. Please refer to Employee Handbook section 5.55			✓	✓	✓
Bereavement Leave. 5 days paid for death of immediate family member. Please refer to Employee Handbook section 5.30			✓	✓	✓
Family Medical Leave Act (FMLA) Job protected leave. Eligible after 1 year of employment and 1250 hours of service. Please refer to Employee Handbook section 5.65			✓	✓	✓
Volunteering. 4 hours of Admin leave per month to do volunteer work at schools or at QCC with approval from supervisor. Please refer to Employee Handbook section 8.50					✓