

## SUMMARY OF BENEFITS

<b>BENEFIT</b>	<b>FULL TIME</b>	<b>PART TIME</b>	<b>WHEN ELIGIBLE</b>	<b>EXPLANATION</b>
Credit Union	X	X	Upon employment.	A full-service credit union is available to all staff members.
Dental Insurance	X	N/A	The first day of the month following an eligible employee's hire date.	Voluntary program/employee paid. Comprehensive dental plan with United Concordia.
Direct Deposit	X	X	Upon employment.	Staff members may have their paychecks deposited directly into their bank account.
Educational Assistance Program	X	Scheduled 40 hrs/pay or more	After 12 months of employment.	Reimbursement program for staff members working toward a college degree or a professional certification.
Employee Assistance Program (Counseling and Consultation)	X	X	Upon employment.	Confidential, professional counseling services for staff members who seek assistance with personal problems. Up to 3 sessions per year paid by employer for any member of employee's family.
Fitness Center	X	X	Upon employment.	Staff members may join for free. Physician's release required.
Funeral Leave	X	N/A	Upon employment.	Upon request, Full-time staff members may be granted up to three (3) days off upon the death of a parent, spouse, child, sibling, mother or father-in-law, grandparents or grandchildren. If necessary, two additional scheduled days may be taken without pay or charged to vacation if available.
Health Insurance	X	N/A	The first day of the month following an eligible employee's hire date.	Comprehensive group health plan that includes hospitalization, medical, prescription drug, and vision coverage. Staff members pay a percentage of the cost for single and family coverage.
Holidays	X	N/A	Upon employment.	Eight paid holidays per year: New Year's Day, Easter or a religious holiday of choice, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and employee's birthday or another day within 30 days of birthday.

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Illness Leave	X	N/A	Earned upon employment. Can be utilized after completion of 90-day orientation period.	Illness leave is earned at the rate of 1.85 hours per pay period, which equates to 6 days per year. Employees may use 24 hours per year for either a sick child under the age of 16, a sick spouse, or an employee's sick parent.
Jury Duty	X	X	Upon employment.	Staff member will be paid normal pay for scheduled hours for County jury duty of five (5) days or less. Staff member is paid the difference between the juror fee and normal base pay for jury duty in excess of five days or for any federal jury duty.
Liability Insurance	X	X	Upon employment.	Staff members are covered under the company's liability insurance policy.
Life Insurance and Accidental Death & Dismemberment	X	N/A	After completion of twelve months of employment for nonexempt staff and after six months for exempt supervisory staff.	Full-time non-supervisory staff members receive a basic life insurance benefit of \$10,000. Full-time LPN's and department supervisory staff receive \$25,000 and full-time RN's and department managers receive \$50,000 life benefit.
Long-Term Disability Insurance	All full-time exempt staff and non-exempt FT LPN's	N/A	After completion of six months employment.	On 181 <sup>st</sup> day of disability, eligible staff members receive 66 2/3% of base salary up to \$6000 per month offset by Social Security or other governmental programs, if filed for and approved.
Overtime	X	X	Upon employment with authorization.	Overtime paid in accordance with DOL policy for time worked in excess of 40 hours per week.
401(K) Retirement Plan / Moravian Hall Square Annual Defined Contribution Benefit	X	X	401 (K) enrollment is quarterly (January 1, April 1, July 1 and October 1) after 90 days of employment is completed. Eligibility requirements apply for MHS annual defined contribution benefit.	Voluntary program to provide staff members the opportunity to save for retirement on a pre-tax basis through payroll deduction. Investment options are available through John Hancock Retirement Plan Services. Eligibility for the MHS annual defined contribution benefit is 21 years of age and completion of 12 months of service and 1000 or more hours worked. An annual employer contribution to an employee's 401(K) plan is dependent on the Moravian Hall Square Board of Directors approval and available funding.

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Section 125 Spending Account Plan	X	X	Beginning of a calendar year or at time of hire.	Provides staff members with the opportunity to use pre-tax dollars to pay health, dental, and childcare costs. Deductions are withheld from paychecks before social security and federal income taxes are calculated.
Short-Term Disability Insurance	X	N/A	After completion of twelve months of employment for non-exempt staff and after six months for exempt staff.	On 31 <sup>st</sup> day of disability and up to 26 weeks, eligible staff members receive 60% of their base salary as a taxable benefit. Maximum benefit is \$1,300 per week.
Vision Insurance	X	N/A	The first day of the month following an eligible employee's hire date.	Comprehensive vision plan included with the Health Insurance Benefit Plan.
Vacation	X	All staff members who are scheduled 32 hours or more per pay	Earned upon employment. Can be utilized after completion of 90-day orientation period.	Full-time hourly staff members receive 80 hours from 1 through 5 years; 120 hours 6 through 15 years. And 160 hours thereafter. Salaried staff members receive 80 hours their first year; 120 hours 2 through 10 years; and 160 hours thereafter. Part time staff members receive a prorated amount of earned vacation time based upon hours worked for 32 hours or more per pay.
Workers' Compensation	X	X	Upon employment.	Financial assistance, if injured on the job. Staff members must immediately report the injury to their supervisor. Initial medical treatment for first 90 days provided by a panel of physicians.