**SUMMARY OF BENEFITS**

Refer to ACCAP Personnel Policies

Benefits are subject to change per management recommendation and approval of Governing Board.

**BENEFIT ELIGIBILITY**

*REGULAR STATUS EMPLOYEES* scheduled to work at least 20 hours or more

**FULLTIME EMPLOYEES (FTE)** who work 1,500 hours per year must work at least 30 hours per week for 52 weeks of the year or 40 hours for 37.5 weeks per year

### HOLIDAYS:
- 10 Holidays Per Year
- Based on regularly scheduled hours of work
- Part time – Paid scheduled hours

### SICK LEAVE:
- 9 days per year
- Accrual based on actual hours worked
- Must have completed Orientation Period to use
- May use for immediate family
- Maximum 800 hours
- Accrued at least 400 hours of sick, you will be allowed to convert up to 40 hours to vacation.

### VACATION:
- Accrual based on actual hours worked
- Must have completed Orientation period
- Not accrued during layoff or any other unpaid leave
- Maximum accrual – 240 hours

<table>
<thead>
<tr>
<th>Years</th>
<th>Days – per year*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 3</td>
<td>13 days – per year*</td>
</tr>
<tr>
<td>4 – 7</td>
<td>16 days – per year*</td>
</tr>
<tr>
<td>8 – 12</td>
<td>19 days – per year*</td>
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<tr>
<td>13+</td>
<td>22 days – per year*</td>
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</tbody>
</table>

* Applies to Full-Time Employees

### FUNERAL LEAVE:
- One day with pay for non-immediate family member with approval of supervisor.
- Up to three days with pay for immediate family member with approval of supervisor.

### JURY DUTY:
- Employees summoned for Jury Duty.
- Jury pay must be reimbursed to ACCAP, minus mileage.

### BONE MARROW TRANSPLANT LEAVE:
- Up to 40 hours of paid leave to employees who normally work at least 20 hours per week for purposes of donating bone marrow.

### PARENTAL LEAVE:
- Unpaid Maternity and Paternity Leave granted for up to twelve weeks.

### EMPLOYEE SALARY ADVANCE:
- For a bona fide emergency and approval from Executive Director.
- Payroll deductions – Must be paid back within one year.
- Subject to limits.
  (advances on banked benefits of vacation and half of sick)
- 0% interest

### EMPLOYEE DEVELOPMENT:
- Onsite and off-site employee mandatory education and training will be provided if it meets federal and other funding source requirements.
- Tuition Refund: ACCAP may refund employees up to 50% of college costs, with restrictions, from an accredited educational institution for higher education. See Personnel Policies for full policy.

### EMPLOYEE APPRECIATION EVENT:
- Agency Winter Brunch
- September All Staff Meeting

### FAMILY MEDICAL LEAVE:
- Employees who are eligible may be granted FMLA Leave without pay for up to 12 weeks per rolling calendar year for prolonged illness of employee or employee’s family member.

### TAX SHELTERED 403(b):
- ACCAP will match a regular status employee’s contribution dollar for dollar to a TSA up to 10% of their annual salary or $3,500 per year after completion of 1,000 paid hours. All employees who work 20 hours or more may participate in the 403(b) plan.
<table>
<thead>
<tr>
<th>\textbf{“ON CALL” STATUS PAY:*}</th>
<th>\textbf{COST OF LIVING RAISE:*}</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation for employees who work “on call status”.</td>
<td>Cost of Living increase given to regular status employees when funding sources permit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>\textbf{EMPLOYEE EXPENSES + MILEAGE:*}</th>
<th>\textbf{RETENTION PAY*}</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees are paid expenses over mileage reimbursement per federal rate.</td>
<td>Employees that have been with ACCAP for five years or more are given retention pay of amounts annually approved by the Governing Board.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>\textbf{SEVERANCE:*}</th>
<th>\textbf{WORKERS COMPENSATION:*}</th>
</tr>
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<tbody>
<tr>
<td>Employees who have successfully completed the orientation period and are leaving in good standing will get unused vacation + 50% of unused sick leave up to 200 hours. Employees employed over 15 years will receive all unused sick leave.</td>
<td>Carrier: Accident Fund – 200 North Grand Ave, Lansing, MI 48933</td>
</tr>
</tbody>
</table>

**ACCAP is an “at will” employer**

**INSURANCE BENEFITS**:
- ACCAP pays the monthly premiums for single medical, single, or single + 1 dental, $50,000 term basic life insurance, and short- and long-term disability.
- For any additional coverage’s employees are required to pay the remaining premium amounts owed.

**ELIGIBILITY**:
- Medical, HSA, Dental, Life and Vision, Insurance begins the first of the month – 30 days after date of hire.
- Disability Insurance begins the first of the month, 3 months after date of hire.
- Employees may have the option of reimbursement under certain circumstances (covered under parent’s/spouse’s employer plan, Medicare or Service-connected VA or Tricare coverage).
- Health Savings Account (HSA) of $1,000 for single & $1,500 single + per year (prorated based on eligibility date) will be given on a quarterly basis.
- Employees can contribute pre-tax basis up to the allowed amounts.
- The premium amounts stated are monthly. These amounts are subject to change each enrollment year.

**MEDICAL INSURANCE**:
- Carrier: PreferredOne
  - Single - $813.00 – Employee pays $0.00
  - Family - $1602.43 – Employee pays $339.03/Employer pays remainder of monthly premium.

**HSA**:
- Carrier: HSA Bank
- ACCAP contributes $250 for single/ Quarterly
- ACAAP contributes $375 for family/ Quarterly

**FSA/DEPENDENT DAYCARE**:
- Carrier: HSA Bank
- FSA, Limited FSA (Those with an ACCAP HSA) and Dependent Care
- Pre-Tax dollar plan for qualified out-of-pocket Medical, Vision and Dental expenses, and Dependent Care
- ACCAP does not contribute

**DENTAL INSURANCE**:
- Carrier: HealthPartners
  - Single - $40.04 – Employee pays $0.00
  - Single + 1 - $83.65 – Employee pays $0.00
  - Family - $127.00 – Employee pays $43.35/Employer pays remainder of monthly premium.

**LIFE INSURANCE**:
- Carrier: Mutual of Omaha
  - $50,000 term life insurance for employee – Employer Paid
  - Additional Dependent Coverage for term life – Employer Paid.
  - Optional Voluntary term life offered for employee, spouse & children
  - Age based premiums for Voluntary Term Life – Employee Paid

**DISABILITY INSURANCE**:
- Carrier: Mutual of Omaha
  - Short term: - 26 weeks – 60% Gross pay, $400 weekly max
  - Long term – Determined by carrier – 60% Gross pay, $3,000 monthly max

**CRITICAL ILLNESS**:
- Carrier: Mutual of Omaha
  - Pays a lump sum benefit upon diagnosis of a critical illness
  - Age based premiums

**VOLUNTARY ACCIDENT**:
- Carrier: Mutual of Omaha
  - Pays cash benefits for a covered accident
  - Employee: $12.36
  - Employee + Spouse: $19.09
  - Employee + Child(ren): $23.93
  - Family: $31.46

**VISION INSURANCE**:
- Carrier: EyeMed
  - Employee: $4.68
  - Employee and Spouse $8.89
  - Employee and Child(ren) $9.36
  - Family $13.76