

**BENEFITS OFFERED TO EMPLOYEES**

**Full-Time Employees:**

BHPCO offers employees working 37.5 or more hours per week the following benefits:

- Medical Insurance – Aetna Healthcare
- Dental Insurance – MetLife
- Vision Insurance – VSP [100% paid by employee, due to the low cost]
- \$30,000.00 Group Life Policy [100% employer paid] - UNUM
- Flexible Spending – MedBen is the provider
- 403(b) Retirement – Mutual of America is the provider
- Vacation Leave [see table below]

Service Years	Vacation Leave			
	Full-Time (1,950 hrs. per year)		Part-Time (1,560 hrs. per year)	
After Year 1	2 weeks	80 hrs.	1 week	40 hrs.
After Year 5	3 weeks	120 hrs.	1 week & 2.5 days	60 hrs.
After Year 10	4 weeks	160 hrs.	2 weeks	80 hrs.
After Year 20	5 weeks	200 hrs.	2 weeks and 2.5 days	100 hrs.

- Sick Leave – 8 hours per month [full-time employee - maximum of 480 hours]
- Personal Day Leave [full-time employees receive three (3) 8 hour days effective the first of the month following hire]
- Paid Holidays [Seven (7) paid annually]
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day After Thanksgiving
  - Christmas Day
- Employee Assistance Services  
 Employees and their immediate family members [immediate family member shall be defined as; spouse, "significant other" living in the same household with the employee, dependent child (includes step)]. shall receive up to three (3) sessions, with the organization's EAS Coordinator, in a twelve (12) month period at no cost to them. The three (3) free sessions are not limited to the household but rather to each eligible member. Services through the organization's Medical Department are excluded.

**Part-Time Employees:**

BHPCO offers employees working 30 or more hours per week the following benefits:

- Medical Insurance – Aetna Healthcare
- Dental Insurance – MetLife
- Vision Insurance – VSP [100% paid by employee, due to the low cost]
- Flexible Spending – MedBen is the current provider
- 403(b) Retirement – Mutual of America is the provider
- Vacation Leave (see table above)
- Sick Leave – 4 hours per month [Maximum of 240 hours]
- Personal Day Leave [receive 2 paid days (4 hours each) for a total of 8 hours]
- Paid Holidays [Seven (7) paid annually]
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day After Thanksgiving
  - Christmas Day
- Employee Assistance Services  
Employees and their immediate family members [immediate family member shall be defined as; spouse, "significant other" living in the same household with the employee, dependent child (includes step)]. shall receive up to three (3) sessions, with the organization's EAS Coordinator, in a twelve (12) month period at no cost to them. The three (3) free sessions are not limited to the household but rather to each eligible member. Services through the organization's Medical Department are excluded.