

# Benefits Eligibility

Benefits eligibility corresponds directly with the employee's job classification.

**Full-time employees** are those who work 40 hours per week. They are eligible for all benefits.

**Part-time employees** who work 30 hours or more a week are considered full-time for health, dental, vision, and employer-paid life and accidental death and dismemberment insurance benefits. These employees are also eligible for all voluntary supplemental insurance benefits (paid 100% by the employee), as well as time-off benefits. Part-time employees working 32 or more hours per week are also eligible for the Educational Aid Program.

**Part-time employees who work less than 30 hours** per week, but at least 20 hours per week, are eligible for time-off benefits.

**Part-time employees who work less than 20 hours** per week are not eligible for benefits, except those mandated by state or federal law, which would include Paid Leave.

**All employees** receive 403(b) retirement plan and continuous service bonus benefits *upon meeting eligibility*.

**Independent contractors, volunteers, and temporary employees** are not eligible for any benefits, except those mandated by state or federal Law.

## Holidays

Employees receive the following paid holidays in lieu of a regularly scheduled work day. (Holidays are pro-rated according to an employee's full-time or part-time status.)

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve afternoon (offices close at noon)
- Christmas Day
- New Year's Eve afternoon (offices close at noon)



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# Bethany Employee Benefits

## Health Insurance

Bethany offers two types of health insurance plans under Blue Cross Blue Shield of Illinois: a high deductible health plan and a traditional plan.

## Health Savings Account

Bethany contributes up to \$840 single and \$1,200 for all other tiers per plan year for anyone enrolled in the high deductible health plan. The HSA plan also allows participants to add their own pre-tax contributions to the agency's contribution.

## Employee Assistance Program

Health insurance plan enrollees have access to confidential support for stress about work or job performance, conflict resolution at work or in one's personal life, marital, or relationship problems, and much more.

## Dental Insurance

Bethany offers dental insurance under Unum. Employees can find in-network providers at [unumdentalcare.com](http://unumdentalcare.com).

## Vision Insurance

Bethany offers vision insurance under Unum through the EyeMed Insight Network. Premiums are employer-paid if the employee is also enrolled in dental coverage.

## Supervised Professional Practice Agreement

Master's level clinicians who have obtained initial licensure in Iowa or Illinois may be considered if they plan to obtain independent licensure. The employee must maintain employment for a minimum of 12 months after attainment of independent license, or reimburse Bethany \$100 for each hour of supervision received.

## Educational Aid Program

Bethany provides educational aid for full- and part-time staff (who work 32 hours or more a week) to attend workshops, institutes, seminars, and college and graduate school courses in an applicable field of study. Employees must maintain employment for a minimum of 12 months after receipt of the aid, or be obligated to repay the assistance.

## Company-paid Life and AD&D

Bethany for Children & Families now provides \$10,000 of Life and AD&D insurance for all full-time (work 30 hours or more per week) employees at no cost! Coverage includes an Employee Assistance Program for all full-time employees and their dependents.

## Voluntary Supplemental Insurance

These are 100% paid by the employee. Any employee who works 30 hours or more per week may enroll in coverage through Unum. (See A through E below.)

### A) Employee-paid Life and AD&D

Elect up to \$110,000 in guaranteed issue coverage for yourself – with NO health questions. Guaranteed issue coverage is also available for spouses and dependents (limits apply).

### B) Short- and Long-term Disability

This coverage provides income replacement in the event you are unable to work due to injury or sickness.

### C) Accident

If you are injured in a covered accident, you will receive compensation. Examples of this are fractures, dislocations, ambulance, emergency room treatment, and hospital admission. This includes a \$50 "Be Well" benefit.

### D) Critical Illness

This coverage may pay a cash benefit of up to \$30,000 to you and/or your dependents when diagnosed with one of 20 or more covered conditions. This includes a "Be Well" benefit.

### E) Hospital

This provides help covering the cost of hospital stays. Commonly covered services are hospital stays and ICU admission. This includes a \$50 "Be Well" benefit.

## 403(b) Thrift Plan (Retirement Plan)

An employee either begins receiving Bethany contributions to a 403(b) Thrift Plan on the first of the month coinciding with or after hire, or on the first of the month after the one-year anniversary date, depending on the number of non-profit (health or social service) hours worked over a given 12-month period. These contributions are calculated at 8% of an employee's bi-weekly earnings. A ROTH account option is also available.

## Continuous Service Bonus

In appreciation for long-term, continuous employment, staff receive a bonus of one month's salary after 10 years of continuous service and every five years of continuous service thereafter.

## Vacation Time

For full-time employees in their first year of employment, one hour of vacation time is earned for every 26 hours paid, with a maximum of 80 hours earned per year. For full-time employees after their first year of employment, one hour of vacation time is earned for every 13 hours paid, with a maximum of 160 hours earned per year. Part-time employees earn vacation time benefits based on the actual number of hours paid in a pay period. Full-time employees in 2024 can hold a balance of 384 hours maximum, and that amount is prorated for part-time employees.

## Sick Leave

Full-time employees earn one hour of sick leave for every 21.67 hours paid. Part-time employees earn sick time benefits based on the actual number of hours paid in a pay period. Full-time employees can hold a balance of 720 hours maximum, which is prorated for part-time employees.

## Paid Leave

Effective January 1, 2024, employees working less than 20 hours per week will accrue one hour of paid leave for every 40 hours actually worked in a twelve-month period of time to be used for any reason.

## Additional Leave

Employees may be granted Family and Medical Leave, educational leave, bereavement leave, (up to five days of available sick and/or vacation days), time off for jury duty, and time off to attend "active duty training" or respond to a national emergency as part of the National Guard and other military units.

## School Based Therapist Sign-on Bonus

Employees hired as school-based therapists are currently being offered a sign-on bonus to be paid out quarterly after the first 90 days of employment and upon receipt of a passing initial training evaluation.

## FedLogic

Free resource for all employees and their household members to receive information about state and federal benefits information and advocacy. Topics include: Medicare Enrollment, Social Security Retirement, Social Security Disability, Survivor Benefits, Medicaid and Marketplace Navigation, and more.