

# Cayuga Addiction Recovery Services

Summary of Benefits  
For Full Time Employees Hired On Or After July 1, 2004

Benefit Category	Description of Benefit										
Vacation Time	<p>Vacation time is accrued as follows:</p> <p><b>Non-Exempt Staff:</b>            7.00 hours/month 0-3 years of service            8.75 hours/month 3-6 years of service            10.50 hours/month 6+ years of service</p> <p><b>Exempt Staff:</b>            8.75 hours/month 0-2 years of service            13.00 hours/month 2+ years of service</p> <p>Vacation time is available following completion of three months of full time employment</p> <p>**accrued vacation time is paid at separation only if the employee has completed the six month initial employment period, is voluntarily leaving their employment with CARS and providing the appropriate amount of notice as defined in Section 901.00 of the personnel manual. The amount of vacation time that can be accrued and paid at separation varies depending on employment classification.</p> <p><b>See Section 601.01 of the Personnel Manual for a complete description of this benefit.</b></p>										
Sick Time	<p>Sick time is accrued as follows:</p> <p><b>Exempt and Non-Exempt Staff:</b>            7.00 hours/month</p> <p>Maximum accrual allowed = 210 hours            No payment for unused time at separation</p> <p>Time accrues from date of hire and is available after 30 days of employment</p> <p><b>See Section 601.04 of the Personnel Manual for a complete description of this benefit.</b></p>										
Personal Time	<p>Personal Time is allotted as follows:</p> <p><b>Exempt and Non-Exempt Staff:</b></p> <p>28 hours per year given in a lump sum on Jan 1</p> <p>Staff members hired during the year receive personal time on a pro-rated basis as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Date of Hire</u></th> <th style="text-align: left;"><u># Hours Personal Time</u></th> </tr> </thead> <tbody> <tr> <td>Jan. 1 - March 31</td> <td>28 Hours (4 days)</td> </tr> <tr> <td>April 1 - June 30</td> <td>21 Hours (3 days)</td> </tr> <tr> <td>July 1 - Sept. 30</td> <td>14 Hours (2 days)</td> </tr> <tr> <td>Oct. 1 - Nov 30</td> <td>7 Hours (1day)</td> </tr> </tbody> </table> <p>Personal Time is available after 30 days of employment and must be used within the calendar year.</p> <p><b>See Section 601.03 of the Personnel Manual for a complete description of this benefit</b></p>	<u>Date of Hire</u>	<u># Hours Personal Time</u>	Jan. 1 - March 31	28 Hours (4 days)	April 1 - June 30	21 Hours (3 days)	July 1 - Sept. 30	14 Hours (2 days)	Oct. 1 - Nov 30	7 Hours (1day)
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Holiday Time	<p>Exempt and non-exempt employees receive 10 paid holidays annually in accordance with a schedule which is established each year.</p> <p>Holiday pay is limited to 7 hours per holiday</p> <p>Employees required to work on a designated agency holiday will receive an alternate day off</p> <p><b>See Section 601.06 of the Personnel Manual for a complete description of this benefit</b></p>
Family & Medical Leave	<p>Employees who have worked for CARS for at least 12 months and have worked at least 1250 hours in the prior 12 month period are entitled to a leave of up to 12 weeks if they have a qualifying event. Qualifying events are defined as:</p> <ol style="list-style-type: none"> <li>1. The birth, adoption or foster care placement of a child</li> <li>2. The care of a son, daughter, spouse, parent or domestic partner with a serious health condition</li> <li>3. The care of the employee's own serious health condition</li> </ol> <p><b>See Section 601.12 of the Personnel Manual for a complete description of this benefit</b></p>
Health/Dental Insurance	<p>Employees can choose from 2 plans:</p> <ol style="list-style-type: none"> <li>1. Blue Cross Blue Shield Traditional Indemnity Plan</li> <li>2. Blue Cross Blue Shield HMO Blue \$25 Co-Pay Plan (Dental Coverage is available with either plan)</li> </ol> <p>Both health plans may cover the employee and any dependents claimed on the employee's federal income tax return (up to age 19)</p> <p>Changes in coverage (i.e. switching from one plan to another) are allowed once per year, in January.</p> <p>Waiting Period = 3 months of full time employment</p> <p>CARS pays a portion of the individual and family premium based on length of service and employment classification.</p> <p>Premiums can be made on a pre-tax basis using Premium Only Plan (POP)</p> <p>Note: In the event that you choose to enroll in a health insurance plan following completion of 3 months of full time employment, you will automatically be enrolled. If you choose not to enroll in one of the plans immediately following 3 months of full time employment, you will only be allowed to enroll at one of the semi-annual open enrollments which are in January and July each year.</p> <p><b>See Section 602.01 of the Personnel Manual for a complete description of this benefit</b></p>

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Premium Only Plan	<p>Employees can choose to have health/dental insurance premiums withheld from pay on a pre-tax basis. Estimated savings from utilizing this plan are approximately 28% of the total premium.</p> <p>Waiting period = 3 months of full time employment</p> <p><b>See Section 602.02 of the Personnel Manual for a complete description of this benefit</b></p>
Life Insurance	<p>\$100,000 of term life insurance coverage</p> <p>Waiting Period = 3 months of full time employment</p> <p>Employees are required to pay \$2.50 per pay period on an after-tax basis.</p> <p>In accordance with IRS guidelines, the cost of life insurance provided by an employer in excess of \$50,000 is taxable to the employee. However, the taxable portion is reduced by the total premiums paid by the employee. This additional tax withholding is included on your final payroll check each year you are enrolled in the plan.</p> <p>Note: If you choose to enroll in the Life Insurance Plan immediately following completion of 3 months of full time employment, your enrollment will be automatic. However, if you choose not to enroll at the completion of 3 months of full time employment, your application for enrollment will undergo medical underwriting by the insurance carrier. This means that you will be asked to provide specific medical information about yourself and you may be refused participation in the Life Insurance Plan.</p> <p><b>See Section 602.03 of the Personnel Manual for a complete description of this benefit.</b></p>
401(k) Retirement Plan	<p>Employees may contribute to the plan on a pre-tax basis, beginning with the first day of employment</p> <p>CARS provides a match of all employee funds invested in the plan beginning with the first payroll of the calendar quarter following completion of one year of service consisting of at least 1000 hours. Employees must be at least 21 years of age to receive the matching contribution. See schedule for details.</p> <p>Additional contributions may be made annually for eligible employees depending on the availability of funding.</p> <p><b>See Section 602.04 of the Personnel Manual for a complete description of this benefit.</b></p>
Employee Assistance Plan	<p>CARS provides an Employee Assistance Program to all staff members through Employee Network Incorporated (ENI). Your supervisor will provide you with detailed information about the specific services available through ENI.</p> <p><b>See Section 602.05 of the Personnel Manual for a complete description of this benefit.</b></p>

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Enhanced NYS Statutory Disability	<p>Employees who become disabled as a result of a non-work related accident, injury or illness are eligible to receive a benefit of up to 60% of their wages up to a maximum of \$250 per week. Benefits are available after 7 days of disability for a maximum period of 26 weeks. (NYS law requires coverage of 50% of wages up to \$175 weekly for a maximum period of 26 weeks.)</p> <p>Coverage begins with the first day of employment</p> <p><b>See Section 602.06 of the Personnel Manual for a complete description of this benefit</b></p>
Long-Term Disability	<p>Provides coverage after an employee has been disabled for at least 6 months (when coverage under the Enhanced NYS Statutory Disability policy has reached the maximum allowed)</p> <p>Waiting period - 3 months of full time employment</p> <p>Employees are required to pay \$2.50 per pay period on an after-tax basis.</p> <p>Note: If you choose to enroll in the Long Term Disability immediately following completion of 3 months of full time employment, your enrollment will be automatic. However, if you choose not to enroll at the completion of 3 months of full time employment, your application for enrollment will undergo medical underwriting by the insurance carrier. This means that you will be asked to provide specific medical information about yourself and you may be refused participation in the Long Term Disability Plan.</p> <p><b>See Section 602.07 of the Personnel Manual for a complete description of this benefit.</b></p>
Vision Care Plan	<p>Group Vision Care Discount Plan through Vision Perfect Vision Care Plan.</p> <p>Cost is \$12.00 per year which covers employee and his/her family. Premiums are paid through payroll deduction.</p> <p>Enrollment is allowed only in January. The entire annual premium must be paid in advance at the time of enrollment.</p> <p><b>See Section 602.08 of the Personnel Manual for a complete description of this benefit.</b></p>
Medical Flexible Spending Plan	<p>Employees can choose to set aside funds on a pre-tax basis to cover expenses that are not covered by medical insurance.</p> <p>Maximum amount allowed to be set aside is \$120.00 per payroll period.</p> <p>Waiting Period = 6 months employment, however enrollment is allowed only in January each year</p> <p>Participation and the amounts set aside from each payroll check are in effect for a full year.</p> <p><b>See Section 602.09 of the Personnel Manual for a complete description of this benefit.</b></p>