Neighborhood House Employee Benefits

Medical (Group Health Options):
- Eligibility: at least 30 hours/week
- Effective the first of the month following one month of employment
- Employer and employee share the premium cost on a sliding scale
- Deductible is $500/$1,500 per calendar year
- Covers preventative office visit and up to four additional office visits with a $25 co-pay; further visits subject to deductible and 80%/20% co-pay
- Vision and prescription coverage included

Dental (MetLife):
- Eligibility: at least 20 hours/week
- Effective the first of the month following one month of employment
- Employer and employee share the premium cost; part-time is split 50/50
- Deductible is $50/$150

Holidays:
- 11 paid holidays per year, including Martin Luther King, Jr. Day; Thanksgiving and the day after Thanksgiving; and Christmas and either Christmas Eve or the day after Christmas

Vacation:
- On an accrual basis; first year employees earn one day per month (based on hours worked)
- That increases one hour per month until the eighth year (for max of 22.5 days/year)
- Unused accrued vacation paid out on termination

Sick Leave:
- On an accrual basis; employees earn one day per month (based on hours worked)
- Maximum accrual is 600 hours

403(b) Retirement Plan (Provided through T. Rowe Price - www.troweprice.com):
- Employees are eligible to participate immediately
- After 91 days of employment, Neighborhood House will contribute 2% and match up to 4% of employee’s contribution at 50%, for a maximum NH contribution of 4%
- Contributions are 100% vested upon deposit

Basic Term Life and AD&D:
- Effective the first of the month after one month of employment
- $10,000 basic coverage paid by NH; additional coverage available at employee cost

Flexible Spending Accounts:
- Allows employees to set aside pre-tax funds for child care and/or medical expenses not covered by insurance

Long-Term Disability:
- Available to full-time employees after one year of employment
- Replaces 60% of monthly earnings to a maximum monthly benefit of $6,000
- Benefits begin after 90 days of disability

Employee Assistance Program:
- Available after one month of employment
- Provides 24 hours a day/7 days a week confidential, no-cost counseling services to help employees with personal issues

The standard benefits outlined above are Neighborhood House’s current policies and are subject to change at any time. Further details about each of these benefits will be provided during orientation.