

# WESTMORELAND CASEMANAGEMENT AND SUPPORTS, INC.

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# WESTMORELAND CASEMANAGEMENT AND SUPPORTS, INC.

## SUMMARY OF BENEFITS FOR JULY 1, 2016 TO JUNE 30, 2017

(These benefits are made available to all full-time, non-temporary employees.)

- **Paid Time Off**—Paid Time Off (PTO) is accrued beginning with the first pay period in the month following the employee's hire date. PTO is calculated by hours on a per pay (24 pays per year) basis. The calculation below reflects the increased hours earned per an individual employee's months of service.

<u>Length of Service</u>	<u>Hours Per Pay Period</u>	<u>Days Per Year</u>
0-12 Months	5.50	17
13-36 Months	7.00	22
37-120 Months	8.50	27
121-180 Months	10.00	32
181 Months and over	11.50	37

- **Reserved Sick Leave**—Upon reaching the end of the employee's first year, and every year thereafter, any accrued and unused PTO in excess of 10 days will be transferred to the employee's Reserved Sick Leave.
- **Holidays**—WCSI recognizes eleven (11) days as agency paid holidays: New Years, Martin Luther King Day, Good Friday, Memorial Day, Flag Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day.
- **Bereavement Leave** – WCSI provides all full-time regular employees with paid time off to attend the funeral of close relatives and handle matters associated with the death of a close relative.
- **Jury Duty** – An employee serving on jury duty is excused with pay for time lost providing he or she turns in written verification from the Jury Commissioner's Office.
- **Pension Plan**—Upon successful completion of the six (6) month Introductory Period and one (1) year of service, employees are eligible to receive the employer matching contribution (up to 8%) at the subsequent Open Enrollment (January or July).

### **HEALTH INSURANCE BENEFITS ARE AVAILABLE TO THE EMPLOYEE AND THEIR DEPENDENTS ON THE FIRST DAY OF THE MONTH NEAREST THE 90<sup>TH</sup> DAY OF EMPLOYMENT BUT NOT TO EXCEED 90 DAYS.**

- **Health Insurance Coverage**—Coverage currently provided through UPMC and is offered to employees, their spouse and dependent children. Employees contribute to premiums on a semi-monthly basis. Coverage types are (Individual), (Husband and Wife), (Employee and Child/Children) and (Family). The Plan type is a PPO with deductibles).

### **THE FOLLOWING INSURANCE BENEFITS ARE AVAILABLE TO THE EMPLOYEE ON THE FIRST DAY OF THE MONTH AFTER 90 DAYS OF EMPLOYMENT.**

- **Buy Back**—If you waive health insurance coverage, WCSI will pay you a "Buy-Back" of \$160 per month. You must provide verification of coverage under another plan.
- **Short-Term Disability Insurance**—WCSI pays for the cost of a \$100 weekly benefit of insurance coverage for all full-time, non-temporary employees. Employees have the option of "buying-up" to 60% of their annual salary in increments of \$50. Coverage is currently provided through MetLife Insurance Company.
- **Long-Term Disability Insurance**—WCSI pays for the cost of long-term disability insurance for all full-time, non-temporary employees. Coverage is currently provided through MetLife Insurance Company.
- **Life Insurance**—WCSI provides each full-time, non-temporary employee with a Life AD&D Policy with a face value of 1 times your annual salary rounded to the next higher multiple of \$1,000 if not already an exact multiple there of. Coverage is currently provided by MetLife Insurance Company.

# **WESTMORELAND CASEMANAGEMENT AND SUPPORTS, INC.**

## **VOLUNTARY/SUPPLEMENTAL BENEFITS**

**(Funded solely through employee contributions, available to employees and their dependents on the first day of the month after employment begins)**

- **Dental Insurance**—Dental Insurance is offered through Met Dental to all employees and their dependents. Brochures are available through the Human Resources Department.
- **Vision Insurance**—Vision Benefits of America (VBA). There are three (3) different levels of coverage you can enroll under: (1) Individual Coverage, (2) 2-Person Coverage, or (3) Family Coverage.
- **Short Term Disability Income Benefit**—Short term disability coverage is offered by Met Life. Coverage may be elected up to 60% of your salary in \$50 increments. On the first of the month after successful completion of 90 days of employment, WCSI will pay for the first \$100 of your coverage election.
- **Cancer Plans**—Offered through American Family Life Assurance Co., (AFLAC). Brochures are available through the Human Resources Department.
- **Personal Accident Indemnity Plan**—A supplemental accident policy that pays cash benefits for certain events related to covered accidents (for example, physician treatment, ambulance transportation, follow-up treatments, blood/plasma.) Refer to the AFLAC brochure and policy/riders for complete details.
- **Hospital Indemnity Plan**—Offered through America Family Life Insurance Co., (AFLAC). A supplemental Hospital plan that will pay for physician visits, major diagnostic exams, surgical and much more. (Refer to AFLAC brochure for complete details).
- **Critical Care and Recovery**—Offered through American Family Life Assurance Co., (AFLAC). Brochures are available through the Human Resources Department. (Refer to AFLAC brochure for complete details).
- **MetLife Enhanced Optional Life and AD&D**—A voluntary Term Life and Accidental Death and Dismemberment insurance plan, offered by MetLife Insurance Co., that allows you to purchase additional amounts of life insurance and AD&D coverage through payroll deduction. Face amounts may be purchased up to \$100,000, without a medical exam.
- **Pension Plan**—Employees will enroll in the 403b plan but will not be required to defer from their payroll. (Pension match of up to 8% will begin after successful completion of 6 month introductory period and (1) year of service at the subsequent Open Enrollment. (January or July)

## **MISCELLANEOUS BENEFITS**

- **Direct Deposit** - is offered to all employees. Paydays are on the 15<sup>th</sup> and the Last Day of the Month. The 1<sup>st</sup> paycheck **WILL BE DELAYED ONE** (1) pay period.
- **Westco Credit Union Membership** – is available to all employees.
- **PA 529 College Savings Program**—is offered to all employees. Have monies direct deposited from your payroll into an account to save for Higher Education for your children, grandchildren, or even yourself.
- **MetLife Legal Services**—is offered to all employees. Full service access to attorneys in person or by phone on an unlimited number of legal services.
- **MetLife Auto and Home**—is offered to all employees. Special group discounts and payroll deduction for auto, home and renter's insurance.
- **Hepatitis B Shots**—ALL Employees will be eligible to receive the series of Hepatitis B Shots at WCSI's expense. Employees will either accept or decline this offer on their first day of employment.