



Benefits Summary

Full-Time Employee Benefits (for employees working 40 hours per week):

Medical Insurance

Eligible 1st day of the month following 60 days of full-time employment

- United Health Care
- HOPE pays 100% of Employee premiums
- Optional Spouse and Dependent coverage available at additional cost

Dental Insurance

Eligible 1st day of the month following 60 days of full-time employment

- Guardian Dental
- HOPE Pays 100% of employee premiums
- Optional Spouse and Dependent coverage available at additional cost

Life Insurance

Eligible 1st day of the month following 60 days of full-time employment

- HOPE pays 100% of employee premiums
- Mutual of America Life- \$ 30,000
- Guardian Life Insurance- \$ 20,000
 - Optional Spouse and Dependent coverage available at additional cost
 - Optional increased life insurance at additional cost

Vision Insurance

Eligible 1st day of the month following 60 days of full-time employment

- Guardian
- Optional for employee, spouse, and dependent at additional cost

Retirement Plan

Eligible 1st month following 1 year of full-time employment

- Mutual of America
- HOPE contributes 10% of your monthly gross wages
- No Employee match required
- 100% vested after 3 years of full-time employment

Employee Assistance Program (EAP)

- A Chance to Change

- 6 individual sessions or 12 group sessions available annually to each employee, spouse, and dependents

Mileage Reimbursement

- \$.54 per mile

Cell Phone Reimbursement

- Available for some positions

Leave

- Holiday
 - 10 paid days
- Maternity/ Paternity Leave
- Court and Jury Duty
- Voting
- Military
- Bereavement
- Education
- Administrative
- Sick
 - Eligible 6 months from date of hire
 - 5 hours accrued per pay period with maximum 800 hours
- Vacation
 - Eligible 6 months from date of hire

Years of Service	Hours Accrued Per Pay Period	Maximum Hours Accrual
0-2	4	104
3-5	5	130
6-10	6	156
11-20	7	182
21+	8	208

- FMLA
 - Eligible after 1 year of employment
- Leave Sharing Program

Financial Assistance for Licensure/Certification

Bi-Weekly Payroll

Please Note: This Summary of the HOPE Community Services Employee Benefit Plan is not a legal document. All benefits are governed by the actual benefit plans as stated in the Employee Handbook and other Summary Plan Description (SPD) documents which have precedence over the information reported in this summary.