

Benefits Provided By The Center for Extended Care at Amherst

INSURANCE

1. HEALTH INSURANCE

- 100% paid single for full time employees.
- 80% paid for doubles and family for full time employees.
- Full time employees eligible on the first of the month following 30 days of employment.
- Employee is responsible for signing up for health insurance.

2. DENTAL INSURANCE

- Only available for full-time employees with benefits.
- 65% paid 35% employee contribution.

3. LIFE INSURANCE

- \$2,000, \$3,000. Amount is based on your classification.

PERSONAL LEAVE TIME

4. Personal Leave Time (Sick Time)

- 11 Sick days per year available.
- Start accruing after 30 days full time, 45 days part time.
- Sick time based on hours worked.

5. Personal Leave Time (Vacation)

- Eligible at the first year of service.
- 1-4 years, 2 weeks
- 5-8.99 years, 3 weeks
- 9-14.99 years, 4 weeks

- 15 +, 5 weeks
- #4 and #5 ARE COMBINED TO MAKE PERSONAL LEAVE TIME

6. WAGES

- Weekend differential starts at 7 am Saturday and
Ends 7 am Monday.
- Weekend Differential .50/hr
- Evening differentials start at 3pm and ends at 11pm.
- Night differentials start at 11pm and end at 7 am.
- Housekeeping, Laundry and Dietary. 3pm-11pm shift=.25
11pm-7am shift=.75
- C.N.A'S
- 3pm-11pm shift =.75
- 11pm-7am shift=.75

NURSING DIFFERENTIALS ARE AS FOLLOWS

- R.N. 3-11=\$2.00 11-7=\$2.00
- LPN 3-11=\$2.00 11-7=\$2.00
- Weekend=\$1.00 (weekend + shift =\$3.00)

7. OVERTIME

- Time and one half the regular straight time rate will be paid for all hours worked in excess of forty (40) in any one week (Sun-Sat) or eight (8) hours in any one day.

8. 401 K PLAN

- Pretax savings-up to 15% of gross earnings
- Employer Match up to 6% of gross earning
- Currently Matching 25%
- Payroll deducted

- See Human Resources on eligibility

9. DIRECT DEPOSIT

- Can be provided.

See Human Resources for more information.

10. FUNERAL LEAVE

- You are allowed up to three paid scheduled working days within a 5-day period of the death or funeral of an immediate family member.

11. HOLIDAYS

- There will be 11 paid holidays. All holidays with the exception of Christmas and Thanksgiving will be paid double time.
- Christmas and Thanksgiving will be paid double time and a half if worked.
- Part time positions will be pro-rated.

See Mark Ellsworth for more information.

12. SHORT TERM DISABILITY

- Up to 16 weeks at 50% of your gross pay for the previous eight weeks earnings prior to disability.
- Must be totally disabled from work.
- You must use all accrued sick time.
- You must fill out a complete disability form.

13. TUITION REIMBURSEMENT

- Will reimburse staff. (Must be benefited, scheduled 24 hours or more) for grades earned pass/fail up to 900.00/year.
- The staff member must be enrolled in classes for a health or allied health course of study at an accredited school.

See Human Resources for further details.

PLEASE NOTE: BENEFITS ARE SUBJECT TO CHANGE WITHOUT NOTICE

IF YOU HAVE ANY QUESTIONS REGARDING YOUR BENEFITS, PLEASE CONTACT THE HUMAN RESOURCE DEPARTMENT OR CALL 256-8185 EXT. 124