

UNLIMITED OPPORTUNITIES, INC.

Health and Life Insurance Benefits for Employees

Health Insurance

The agency has a group health insurance plan for all employees who work an average of 30 hours or more per week. A portion of the cost of this insurance for the employee is paid for by the agency. Employees can elect coverage for their spouses and dependents; this coverage will be paid for by the employee and deducted from their paychecks. Additional information regarding the insurance plan and the cost of additional coverage can be obtained from the Manager of Human Resources. The employee becomes eligible for coverage on the 1st day of the month following 60 days of employment.

Employees who resign from the agency and are rehired within 30 days may reapply for health insurance at the beginning of the next month. Employees who are gone longer than 30 days must wait 60 days to reapply.

Life Insurance

The agency provides a \$25,000 life insurance policy for all full-time employees effective the first day of the month following 60 days of employment.

Supplemental Insurance

Various supplemental insurance is offered to benefit eligible employees, with premiums paid through payroll deduction.

Other Benefits for Full Time Employees

The benefits listed here apply only to full-time employees, defined as permanent employees working at least 37 hours per week averaged over 3 months. Benefit eligibility occurs on the first day of the month following 90 days of employment. During an employee's first 90 days, vacation and sick time do not accrue, but upon full benefit eligibility, (1st day of the month after 90 days of employment) the employee will begin earning and accruing vacation and sick time.

Vacation Pay

Vacation time accrued is added on the last day of every month, and becomes available to use the following day (1st day of month). Accruals are based on length of employment.

<u>Length of Employment</u>	<u>Monthly Hours Accrued</u>	<u>Maximum Ceiling</u>
Through the first two years	8	120 hrs (15 days)
3 rd year through 5 th year	9	128 hrs (16 days)
6 th year through 10 th year	10	144 hrs (18 days)
11 or more years	12	160 hrs (20 days)

Time will be accrued monthly up to the maximum allowed. When the maximum number of hours is reached, no further time will be accrued until enough vacation time is used to allow accrual.

Sick Pay

Employees accrue sick time at the rate of 6 hours per month, added on the last day of every month. A maximum of 120 total hours (15 days) can be accrued.

Personal Day

An employee may request one day per year of personal leave time if they have accrued 72 hours or more of sick leave. The Personal Day will be deducted from the employee's accrued sick leave. An unused Personal Day does not roll over to the next year.

Agency Holidays

Full-time employees will be paid 8 hours of pay for holidays whether or not they work on the holiday. In addition, if a full-time employee works on a holiday they are paid time and one half for all hours worked. These holidays are observed whether the administrative offices are open or closed.

The twelve holidays observed by the agency are:

New Year's Eve, New Year's Day, Dr. Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

Direct Deposit

Employees are paid weekly. Paychecks are prepared on Tuesdays and can be picked up at the administrative offices starting at 8:15 am Friday morning. Direct deposit is available for those employees interested.

401(k) Plan

Employees become eligible to participate in the agency 401 (k) plan on the first day of the quarter following 12 months of employment. Unlimited Opportunities contributes an amount equal to 3% of employees' annual salary into this plan if the employee contributes at least 1% into the plan. All of the employee's contributions are owned by the employee from the start of participation in the plan. There is a five year vesting schedule for the agency contribution as follows:

1 st year	0%
2 nd year	25%
3 rd year	50%
4 th year	75%
5 th year	100%

Vesting is based upon 5 years + 12 months from date of hire. Un-vested contribution amounts from employees that terminate employment are distributed to current employees' plans annually.

Section 125 Cafeteria Plan

The agency administers a three tiered cafeteria plan as follows:

1. **Health Insurance Premiums** - Deductions for health insurance premiums are set up as a pretax deduction.
2. **Un-reimbursed Medical Expenses** - Out of pocket medical expenses determined annually can be deducted pretax and reimbursed to employees as incurred.
3. **Dependent Care Reimbursement** - Cost of dependent care determined annually can be deducted pretax and reimbursed up to the amount deducted.

Participation in this plan is voluntary. The waiting period for cafeteria plan enrollment is identical to our health insurance waiting period (1st day of the month following 60 days of employment). At the time of enrollment additional insurance plans with pretax deductions may be offered to employees. Employees will have the opportunity to enroll in the cafeteria plan for the current year at the time they enroll in the agency health insurance plan. Open enrollment is in December for the following year.