



Long Island Head Start EMPLOYEE BENEFIT HIGHLIGHTS

8/2005

VACATION WITH PAY

After satisfactory introductory period

Regular, Para-Professional employees are entitled to (10) ten-vacation days/ year for the first three years and a maximum of 15-vacation days/year after three years of employment.

Professional employees are entitled to a maximum of (15) fifteen days the first three years of employment and a maximum of 20 vacation days after three years of employment.

HOLIDAYS

Immediate eligibility

Thirteen (13) paid holidays per year to employees who work 52 weeks per year, and 12 paid holidays per year to employees who work 48 weeks or less per year.

SICK LEAVE WITH PAY

After satisfactory introductory period

Regular full-time employees receive 13 paid sick days per year. Part time employees' will receive prorated accruals.

PERSONAL DAYS

After satisfactory introductory period

All employees are entitled to (4) four days per year.

DENTAL INSURANCE

After 6 months

At no cost to employee, regular employees working 30 or more hours per week are granted individual or family dental benefits. Employees working 20 hours or more, but less than 30 hours per week are granted individual dental benefits only. Coverage begins upon completion of six months' continuous employment by the Agency.

MEDICAL INSURANCE

After 6 months

All regular employees working 20 to 29 hours per week are *granted individual* benefits at the cost of 7% of the yearly premium. Family benefit is offered to all regular employees working 30 or more hours per week at the cost of 7% of the yearly premium. Coverage begins upon completion of six months of continuous employment with the Agency.

403B TAX SHELTERED SAVINGS PLAN

*After 6 months for full time employees
and after 1,000 hours part time
employees*

Long Island Head Start offers all employees a tax sheltered savings plan. Employees may shelter up to 100% not to exceed \$14,000 per year of their pre-tax wages in a variety of funds. The Agency contributes 3% of the employee's biweekly salary. If employee opts to make voluntary contributions the agency will match 50% of the first 3%, up to a maximum of an additional 1½% maximum match. For example: Employee Contribution / Employer Match

1%; 2%; 3% and ongoing ½%; 1%; 1½% ↔ maximum match



**EMPLOYEE
ASSISTANCE PROGRAM
(EAP)**

After Satisfactory Introductory period

Long Island Head Start provides employees and their immediate family members at no cost a confidential Employee Assistance Program (EAP). This program is independently operated by an outside counseling and referral service. It is designed to help with personal and family problems such as alcoholism, drug dependency, marital/family problems, emotional disorders, as well as job-related problems.

**EDUCATIONAL RELEASE
TIME**

After Satisfactory Introductory period

Upon approval, Agency offers Educational Release Time to employees when classes are not available on night or weekends.

**EDUCATIONAL EXPENSE
ASSISTANCE**

After Satisfactory Introductory period

The Agency now offers some educational reimbursement for employees enrolled in an accredited College or University, in Head Start job related classes, working towards an Associates, Bachelors or Masters degree in their job field. Application must be accompanied by required proof of registration. If stipend is approved, Grades from courses taken must be submitted to HR in order to receive awarded funds.

**WORKER'S
COMPENSATION**

Immediately

All Long Island Head Start employees are covered by Worker's Compensation insurance.

DISABILITY INSURANCE

After 4 Weeks of employment

Long Island Head Start provides regular employees with short-term disability insurance.

**LIFE INSURANCE AND
ACCIDENTAL DEATH &
DISMEMBERMENT**

After 6 months

Group Life and Accidental Death and Dismemberment insurance are provided to all regular employees. The benefit is twice their annual salary (up to a maximum benefit of \$100,000).

DIRECT DEPOSIT

Immediately

Direct deposit of all or part of an employee's paycheck may be deposited in a checking or savings account at the bank of their choice.

NOTE: All above benefits are paid in full by the Agency, at the average cost of 41% for each employee. For example, for an employee with an annual salary of \$20,000 the agency pays an additional \$8,200 for fringe benefits.