

Benefits Eligibility

Benefits eligibility corresponds directly with the employee's job classification.

Full-time employees are those who work 40 hours per week. They are eligible for all benefits.

Part-time employees who work 30 hours or more a week are considered full-time for health, dental, vision, and employer-paid life and accidental death and dismemberment insurance benefits. These employees are also eligible for all voluntary supplemental insurance benefits (paid 100% by the employee), as well as time-off benefits. Part-time employees working 32 or more hours per week are also eligible for the Educational Aid Program.

Part-time employees who work less than 30 hours per week, but at least 20 hours per week, are eligible for time-off benefits.

Part-time employees who work less than 20 hours per week are not eligible for benefits, except those mandated by state or federal law, which would include the Paid Leave for All Workers Act.

All employees receive 403(b) retirement plan and continuous service bonus benefits *upon meeting eligibility*.

Independent contractors, volunteers, and temporary employees are not eligible for any benefits, except those mandated by state or federal law, including the Paid Leave for All Workers Act.

Holidays

Employees receive the following paid holidays in lieu of a regularly scheduled work day, paid based on the number of daily hours reported on each employee's typical weekly schedule:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day



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BENEFITS



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**Keeping children safe,
strengthening families, and
building healthy communities**

www.bethany-qc.org

Bethany Employee Benefits

Health Insurance

Bethany offers a high deductible health plan under Blue Cross Blue Shield of Illinois Blue Choice Options Network. Employees can find in-network providers by visiting www.bcbsil.com and registering/logging in as a member or searching as a guest.

Health Savings Account (HSA)

Bethany contributes up to \$420 for the single tier and \$600 for all other tiers per plan year for anyone enrolled in the high deductible health plan. The HSA plan also allows participants to add their own pre-tax contributions to the agency's contribution.

Employee Assistance Program

Health insurance plan enrollees have access to confidential support for stress about work or job performance, conflict resolution at work or in one's personal life, marital, or relationship problems, and much more.

Dental Insurance

Bethany offers dental insurance under Blue Cross Blue Shield of Illinois BlueCare Dental PPO Network. Employees can find in-network providers by visiting www.bcbsil.com, clicking "Find Care", and then clicking "Find a Dentist".

Vision Insurance

Bethany offers vision insurance under Blue Cross Blue Shield of Illinois EyeMed Network. Employees can find in-network providers by visiting www.bcbsil.com, clicking "Find Care", "Find a Vision Provider", then "BCBSIL Vision Plans".

Educational Aid Program

Bethany provides educational aid for full- and part-time staff (who work 32 hours or more a week) to attend workshops, institutes, seminars, and college and graduate school courses in an applicable field of study. Employees must maintain employment for a minimum of 12 months after receipt of the aid, or be obligated to repay the assistance.

Supervised Professional Practice Agreement

Master's level clinicians who have obtained initial licensure in Iowa or Illinois may be considered for this benefit if they plan to obtain independent licensure. The employee must maintain employment for a minimum of 12 months after attainment of the independent license, or reimburse Bethany \$100 for each hour of supervision received.

Continuous Service Bonus

In appreciation for long-term, continuous employment, staff receive a bonus of one month's salary after 10 years of continuous service and every five years of continuous service thereafter.

Company-paid Life and AD&D

Bethany for Children & Families provides up to \$10,000 of Life and AD&D insurance for all full-time (work 30 hours or more per week) employees at no cost! Coverage includes an Employee Assistance Program for all full-time employees and their dependents.

Voluntary Supplemental Insurance

This is 100% paid by the employee. Any employee who works 30 hours or more per week may enroll in coverage through Unum. (See A through E below.)

A) Employee-paid Life and AD&D

Elect up to \$110,000 in guaranteed issue coverage for an employee – with NO health questions if enrolled when first offered. Guaranteed issue coverage is also available for spouses and dependents (limits apply).

B) Short- and Long-term Disability

This coverage provides income replacement in the event an employee is unable to work due to injury or sickness.

C) Accident

If an employee is injured in a covered accident, he/she will receive compensation. Examples of this are fractures, dislocations, ambulance, emergency room treatment, and hospital admission. This includes a \$50 "Be Well" benefit.

D) Critical Illness

This coverage may pay a cash benefit of up to \$30,000 to an employee and/or dependents when diagnosed with one of 20 or more covered conditions. This includes a "Be Well" benefit.

E) Hospital

This provides help covering the cost of hospital stays. Commonly covered services are hospital stays and ICU admission. This includes a \$50 "Be Well" benefit.

403(b) Thrift Plan (Retirement Plan)

An employee scheduled to work 20 or more hours per week during a typical work week begins receiving Bethany contributions to a 403(b) Thrift Plan with Mutual of America Life Insurance Company on the first of the month coinciding with or after successful completion of their initial 90-day training period. These contributions are calculated at 3% of an employee's bi-weekly earnings for a base contribution, plus up to an additional 3% employer match based on employee contributions. Employees can initiate a salary deferral for employee contributions start on their second payroll to a traditional or Roth account option.

Vacation Leave

For full-time employees in their first 3 years of employment, employees will accrue a maximum of 96 vacation hours per year and can hold a maximum of 40 vacation hours at any time. Full-time employees in the next 3 years of employment (until the day before their 6th anniversary) will accrue a maximum of 136 vacation hours per year and can hold a maximum of 56 vacation hours at any time. Full-time employees in the next 3 years of employment (until the day before their 9th anniversary) will accrue a maximum of 160 vacation hours per year and can hold a maximum of 80 vacation hours at any time. Full-time employees on and after their 9th anniversary will accrue a maximum of 176 vacation hours per year and can hold a maximum of 80 vacation hours at any time. Part-time employees earn vacation time benefits based on the actual number of hours paid in a pay period and can hold a pro-rated maximum balance. New employees will accrue vacation time but may not request vacation time until after the initial training period is completed. Vacation time can be requested in half-hour increments through the Human Resource Information System (HRIS).

Sick Leave

For full-time employees in their first 3 years of employment, employees will accrue a maximum of 64 sick hours per year and can hold a maximum of 120 sick hours at any time. Full-time employees in the next 3 years of employment (until the day before their 6th anniversary) will accrue a maximum of 72 sick hours per year, with a maximum balance of 240 sick hours. Full-time employees in the next 3 years of employment (until the day before their 9th anniversary) will accrue a maximum of 80 sick hours per year, with a maximum balance of 360 sick hours. Full-time employees on and after their 9th anniversary will accrue a maximum of 88 sick hours, with a maximum balance of 480 sick hours. Part-time employees earn sick time benefits based on the actual number of hours paid in a pay period and can hold a pro-rated maximum balance. New employees will accrue sick time but may not request sick time until after their initial training period is completed. Sick time can be requested in half-hour increments through the HRIS.

Paid Leave

Employees working less than 20 hours per week will accrue one hour of paid leave for every 40 hours actually worked in a 12-month period of time to be used for any reason. Paid leave can be requested in half-hour increments through the HRIS.

Additional Leave

Employees may be granted Family and Medical Leave, educational leave, and bereavement leave. Employees will be granted time off for jury duty and to attend "active duty training" or respond to a national emergency as part of the National Guard and other military units.