

# Benefits Eligibility

**Full-time employees** are eligible for all benefits outlined in Bethany's Personnel Policy Manual.

**Part-time employees** who work 30 hours or more are considered full-time for health insurance benefits only.

**Part-time employees** who work 30 hours or more are eligible for all other benefits on a percentage basis of time worked. For example, an employee who works 32 hours per week will receive 80% of all benefits.

**Part-time employees** who work 20 to 29 hours per week are not eligible for health benefits, but are eligible for all other agency benefits on a percentage basis of time worked.

**Temporary employees** are not eligible for any benefits.

**Independent contractors and volunteers** are not eligible for any benefits.



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# Employee Benefits



## Holidays

Employees receive the following paid holidays in lieu of a regularly scheduled work day. (Holidays are pro-rated according to an employee's full-time status.)

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

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Keeping *children* safe,  
strengthening *families*, and  
building healthy *communities*  
since 1899.

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# Bethany Employee Benefits

## Health Insurance

Bethany offers health insurance under the UnitedHealthcare Choice Plus network.

## Dental Insurance

Bethany offers dental insurance under the UnitedHealthcare Choice Plus network.

## Vision Insurance

Bethany offers vision insurance under the UnitedHealthcare Choice Plus network.

Bethany provides vision insurance through *employer-paid* premiums if the employee is also enrolled in dental coverage.

## UnitedHealthcare Motion

Staff members who participate in Bethany's high deductible insurance plan are automatically enrolled in UnitedHealthcare Motion (UHC Motion), a wellness regimen that encourages a healthier lifestyle through moderate exercise. Staff members can earn up to \$3 per day for meeting motion goals, which is deposited in the employee's Health Savings Account. Further, if a staff member meets 60% of UHC Motion goals, employee premiums are also discounted.

## Rally

Staff members who participate in Bethany's insurance plan are automatically enrolled in Rally, which provides additional information about health and incentivizes making healthy choices through rewards and drawings.

## SimplyEngaged

With Rally, employees can access the SimplyEngaged health and wellness activities. For each Health Action completed, staff earns Rally Coins, which can be redeemed for rewards. Additionally, an employee can earn financial incentives provided through a bank account deposit.

## RealAppeal

Staff members who participate in Bethany's insurance plan, and are eligible, may participate in RealAppeal, a year-long weight loss and maintenance program which addresses diet, exercise, and behavior with 24/7 online support, a mobile app, and a success kit to kick-start a new, healthy lifestyle.

## Health Savings Account

\$840 Single / \$1,200 Family

A Health Savings Account (HSA) is a tax-exempt trust or custodial account established exclusively for the purpose of paying or reimbursing qualified medical expenses for staff, their spouse, and dependents. The HSA plan also allows participants to add their own pre-tax contributions to the agency's contribution.

## 403(b) Thrift Plan

An employee either begins receiving Bethany contributions to a 403(b) Thrift Plan on the first of the month after hire, or on the first of the month after the one-year anniversary date, depending on the number of non-profit hours previously worked. These contributions are calculated at 8% of an employee's bi-weekly earnings.

## Annual Leave/Vacation

For full-time employees, vacation time is earned at the rate of one working day for each month (with the exception of zero days earned during June and December). Vacation days are earned on the last calendar day of each applicable month. After an employee has worked 12 months, vacation is earned at the rate of two working days for each month (with the exception of zero days earned during June and December). Employees may accumulate a maximum of 24 vacation days. (Part-time employees receive vacation time benefits on a percentage based on time worked.)

## Sick Leave

Full-time employees earn sick leave at the rate of one day per month, 12 months a year, for a maximum of 90 days accrued. Sick days are earned on the last calendar day of each month. (Part-time employees receive sick leave benefits on a percentage based on time worked.)

## Additional Leave

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

## Tuition Assistance & Continuous Employment Benefits

- Bethany provides educational aid for full-time staff to attend workshops, institutes, seminars, and college and graduate school courses.
- In appreciation for long-term, continuous employment, staff receives a bonus of one month's salary after 10 years of continuous service and every five years of continuous service thereafter.