

Benefits Summary

BENEFIT	KTS			Regular			Enrollment
	Full Time	Part Time a	Part Time b	Full Time	Part Time a	Part Time b	
Eligible Hours	35+ hrs	24-34 hrs	18-23 hrs	35+hrs	20-34 hrs	18-19 hrs	Note: DOH, Date Of Hire
Group Health Insurance	y	y	y >= 1000 hrs/annually	y	y	n	1st of the month following 30 days
Group Dental Insurance	y	y	y >= 1000 hrs/annually	y	y	n	1st of the month following DOH
Flexible Spending Accounts	y	y	y >= 1000 hrs/annually	y	y	n	1st of the month following DOH
Retirement Plan	y, 1000 hrs of service annually	y, 1000 hrs of service annually	y >= 1000 hrs/annually	y, 1000 hrs of service annually	y, 1000 hrs of service annually	n	Following 1 yr. Anniv. +1000 hrs
Long Term Disability Insurance	y	y, 30 hrs a week	n	y	y, 30 hrs a week	n	1st of the month following 30 days
Employee Assistance Program	y	y, 30 hrs a week	n	y	y, 30 hrs a week	n	1st of the month following 30 days
Tax Deferred Annuity Plan	y	y	y	y	y	y	Immediately
Discount Childcare	y	y	y 20 hrs >	y	y	n	When slots available, \$2,600
Direct Deposit	y	y	y	y	y	y	Immediately
Therapeutic Services	y	y	y 20 hrs >	y	y	n	After 90 days employment
MC Credit Union	y	y	y	y	y	y	Immediately
Professional Development	y	y	y 20 hrs >	y	y	n	After 90 days employment
Continue Education	y	y	y 20 hrs >	y	y	n	After 90 days employment
Helen Walker Scholarship	y	y	y	y	y	y	When funds are available
Annual Leave	n	n	n	Y1-12days, Y2&3-15days, Y4+-21days	prorated	prorated	
Sick Leave	10 days	10 days prorated	Prorated	12 days	12 days prorated	prorated	
Personal Leave	3 days prorate based on DOH	3 days prorate based on DOH	3 days prorate based on DOH	See Floating Holidays	See Floating Holidays	n	
Holidays	Paid Holidays-New Years, MLK, Pres, Memorial, July 4, Labor day, Thanksgiving & Day After, Christmas, School Holidays, Winter and Spring Break	Paid Holidays-New Years, MLK, Pres, Memorial, July 4, Labor day, Thanksgiving & Day After, Christmas, School Holidays, Winter and Spring Break	n	New Years, MLK, Pres, Memorial, July 4, Labor day, Thanksgiving & Day After, Christmas	New Years, MLK, Pres, Memorial, July 4, Labor day, Thanksgiving & Day After, Christmas, Prorated	If Holiday falls on normally scheduled work day. Prorated	
Floating Holidays	n	n	n	3 days prorated based on DOH	3 days prorated based on DOH	n	