



Promoting healthy communities.

HUMAN RESOURCES DEPARTMENT
500 LIMIT STREET
LEAVENWORTH, KS 66048

Employee Benefit Overview

Medical Insurance—Aetna

Eligible for benefits first of the month following 30 days of employment.

Example: Hire date September 24; Eligible Date November 1

Buy-Up Plan

No Primary Care Provider

No Referral Needed

Deductible: \$500 individual, \$1000 family

Hospitalization Copay: 10%

Office Co-pay: \$20

RX: \$10, \$30, \$45

Base Plan

No Primary Care Provider

No Referral Needed

Deductible: \$1000 individual, \$3000 family

Hospitalization Copay: 20%

Office Co-pay: \$25

RX: \$10, \$30, \$50

Premiums are a cost share between employee and employer. Employer pays approximately 90% of employee only coverage and 50% for any dependents.

Dental Insurance—Delta Dental

Deductible: \$50 individual, \$150 family

Two (2) paid cleanings per 12 month period

1 (1) paid X-ray per 12 month period

Premiums are a cost share between employee and employer. Employer pays approximately 90% of employee only coverage and 50% for any dependents.

Vision Insurance—VSP

One (1) eye exam covered in full every 12 months after \$20 copay

Prescription Glasses

Lenses covered in full every 12 months

Frames covered up to \$120 every 24 months after \$20 copay

OR

Contact Lenses allowance up to \$120 every 12 months

Premiums are employee paid, but are provided at a group rate discount.

Supplemental Insurance—AFLAC

Several programs available such as: life insurance, short-term disability, vision, long-term care, accident insurance coverage. Premiums are employee paid, but are provided at a group rate discount.

Holidays

Nine (9) eight-hour paid holidays and two (2) four-hour paid holidays each year:

New Year's Day	Thanksgiving and day after
Martin Luther King Day	Christmas Eve (4 hours)
President's Day	Christmas Day
Memorial Day	New Year's Eve (4 hours)
Independence Day	
Labor Day	

Paid Time Off Leave (PTO)

Employees who work 24 hours or more a week will accrue PTO leave biweekly based on their years of service.

Regular Full Time	<u>Years of Service</u>	<u>Annual Days Allowance</u>
	0-2	19
	3-5	25
	6-10	31
	11 or more	37

Miscellaneous Benefits

Family and Medical Leave after 12 months of service.

Professional Development: Five (5) days for professional development per year, approved by supervisor.

KPERS Retirement plan-mandatory participation after one (1) year of service. Employee contributes 4% of gross wages on pre-tax basis. The agency currently matches 4.31% of the employee's gross wages.

Valic Retirement plan-403B.

Malpractice Insurance: The Center will carry insurance coverage to include protection for all Board and Center staff for malpractice claims.

Bonding: The Center shall maintain bonding insurance on those employees and Board members who, in the performance of their job, require such bonding.

Biweekly payroll on Thursday, direct deposit is available.