

**Wings for Children & Families, Inc.
Human Resources Department
Summary of Employee Benefits**

**NOTE: Benefits are pro-rated for individuals working less than 40 hours per week.
See Human Resources Manager for details**

Vacation:

1st year of employment - 3 weeks (15 days per year) – 4.62 hours per pay period
Upon completion of 12 months - 4 weeks (20 days per year) – 6.16 hours per pay period
Upon completion of 5th year - 5 weeks (25 days per year) – 7.70 hours per pay period

Vacation time begins accruing immediately and there is no waiting period prior to using vacation time. All vacation hours accrued upon resignation or termination from the agency is paid to employee on the next regularly scheduled payday. You must have accrued vacation hours before taking any vacation.

Sick:

12 days per year – 3.69 hours per pay period

Sick time begins accruing immediately and there is no waiting period prior to using sick time. Sick time may be utilized if immediate family members are ill and you need to be home with them. Sick hours accrued upon resignation or termination from the agency are not paid to the employee.

Holidays:

12 holidays per year, as outlined below:

New Year's Day	Martin Luther King Jr. Day
President's Day	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day

Medical:

Wings pays 90% of the health insurance premium for employees working 40 hours per week. This insurance is offered through Aetna. Part-time employees working at least 20 hours per week are eligible to participate in the plan and Wings pays a pro-rated share of their benefit, based on the average number of hours worked per week. Three different plans are offered through Aetna. Employees are eligible for insurance the first day of the next month following date of hire. Spouse and dependent coverage is available at the employee's expense.

Life/Short & Long-term Disability/AD&D:

Employees working at least 20 hours per week are covered 100% by Wings through Lincoln Financial Group. Employees working less than 20 hours per week are not eligible to participate in the plan. Employees are eligible the first day of the next month following their date of hire. Additional life insurance up to 7 times yearly salary to a maximum of \$300,000 is available at the employee's expense on a pre-tax basis. Life insurance for spouse is available (limited to one-half the benefit of employee) as is dependent life insurance (up to \$10,000 per child)

Dental:

Employees working at least 20 hours per week are covered 100% by Wings through MetLife. Employees working less than 20 hours per week are not eligible to participate in the plan. Employees are eligible the first day of the next month following their date of hire. Spouse and dependent coverage is available at the employee's expense.

Employee Medical Reimbursement Account:

Up to \$5000 per year may be set aside on a pre-tax basis for payment of medical expenses not covered by insurance (i.e. co-pays, etc). Employee submits receipts for medical expenses and is reimbursed by Wings.

Retirement Plan:

There are two plans available to choose from. Wings offers a 403B plan - this plan is made available to employees and is 100% employee contributory. There is a \$10 set up fee and an annual maintenance fee of \$10 for this plan. Wings also offers a 401K plan to its employees. There is a \$25 set up and maintenance fee per year. See Human Resources Manager for information regarding these options.

Cancer & Accident Insurance

This plan (AFLAC) is offered to employees at their own expense through payroll deduction.

Automobile and Homeowners (or Renters) Insurance

Offered through payroll deduction through HRH (Traveler's or Maine Mutual Insurance). Motorcycle, boat, ATV, RV, and mobile home insurance is also available from Maine Mutual Insurance.

Pre-Paid Legal and Identity Theft Protection

Offered to employees at their own expense through payroll deduction through HRH.

Mileage Reimbursement

Wings reimburses employees for all miles traveled during the course of their work at \$.40/mile.