

## Cayuga Addiction Recovery Services

### Summary of Benefits For Full Time Employees Hired On Or After Jan 1, 2014

Benefit Category	Description of Benefit										
Vacation Time	<p>Vacation time is accrued as follows:</p> <p><b>Non-Exempt Staff</b></p> <table style="margin-left: 20px;"> <tr> <td>7.00 hours/month</td> <td>0-3 years of service</td> </tr> <tr> <td>8.75 hours/month</td> <td>3-6 years of service</td> </tr> <tr> <td>10.50 hours/month</td> <td>6 + years of service</td> </tr> </table> <p style="margin-left: 40px;">Maximum accrual = 140 hours Maximum amount paid at separation = 70 hours*</p> <p><b>Exempt Staff</b></p> <table style="margin-left: 20px;"> <tr> <td>8.75 hours/month</td> <td>0-2 years of service</td> </tr> <tr> <td>13.00 hours/month</td> <td>2 + years of service</td> </tr> </table> <p style="margin-left: 40px;">Maximum accrual = 210 hours Maximum amount paid at separation = 210 hours*</p> <p>Vacation time is available following completion of 3 months of full time employment.</p> <p>* accrued vacation time is paid at separation only if all the following conditions have been met:</p> <ol style="list-style-type: none"> <li>The employee has completed the six-month initial employment period</li> <li>The employee is voluntarily leaving their employment with CARS</li> <li>The employee provides the appropriate amount of notice as defined in section 901.00 of the personnel manual.</li> </ol> <p><b>See Section 601.01 of the Personnel Manual for a complete description of this benefit.</b></p>	7.00 hours/month	0-3 years of service	8.75 hours/month	3-6 years of service	10.50 hours/month	6 + years of service	8.75 hours/month	0-2 years of service	13.00 hours/month	2 + years of service
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Sick Time	<p>Sick time is accrued as follows:</p> <p><b>Exempt and Non-Exempt Staff:</b></p> <p style="margin-left: 20px;">7.00 hours/month</p> <p>Maximum accrual = 210 hours</p> <p>No payment for unused sick time at separation</p> <p>Sick time is available following completion of one month of full time employment.</p> <p><b>See Section 601.04 of the Personnel Manual for a complete description of this benefit.</b></p>										

<p>Personal Time</p>	<p>Personal Time is allotted as follows:</p> <p><b>Exempt and Non-Exempt Staff:</b></p> <p>28 hours annually, given in a lump sum on Jan 1</p> <p>Staff members hired during the year receive personal time on a pro-rated bases as follows:</p> <table border="0"> <thead> <tr> <th><u>Date of Hire</u></th> <th><u>Number of Hours of Personal Time</u></th> </tr> </thead> <tbody> <tr> <td>Jan. 1 – March 31</td> <td>28 hours</td> </tr> <tr> <td>April 1 – June 30</td> <td>21 hours</td> </tr> <tr> <td>July 1 – Sept. 30</td> <td>14 hours</td> </tr> <tr> <td>Oct. 1 – Nov. 30</td> <td>7 hours</td> </tr> </tbody> </table> <p>Personal Time is available following completion of one month of full time employment and must be used within the calendar year.</p> <p><b>See Section 601.03 of the Personnel Manual for a complete description of this benefit.</b></p>	<u>Date of Hire</u>	<u>Number of Hours of Personal Time</u>	Jan. 1 – March 31	28 hours	April 1 – June 30	21 hours	July 1 – Sept. 30	14 hours	Oct. 1 – Nov. 30	7 hours
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<p>Holiday Time</p>	<p><b>Exempt and Non-Exempt Staff:</b></p> <p>10 paid holidays per year in accordance with a schedule established by the CARS Management Team.</p> <p>Holiday pay is limited to 7 hours per holiday</p> <p>Employees required to work on a designated agency holiday will receive an alternate day off with pay.</p> <p><b>See Section 601.06 of the Personnel Manual for a complete description of this benefit.</b></p>										
<p>Health Insurance</p>	<p>CARS sponsors a group health insurance plan through Excellus Blue Cross Blue Shield of Central New York. CARS pays a portion of the individual and family premium based on the employee’s length of service and employment classification. A detailed plan summary and premium rate schedule are available upon request.</p> <p>To qualify for enrollment in the health plan, employees must complete 90 days of full time employment.</p> <p>Premiums can be deducted on a pre-tax basis if the employee chooses to participate in the Premium Only Plan outlined below.</p> <p>Open Enrollment for the health plan is annually for Jan. 1 enrollment.</p> <p>Note: In the event that you choose to enroll in the health insurance plan immediately upon completion of 90 days of employment, you will automatically be enrolled. If you choose not to enroll at that time, you will only be allowed to enroll at the open enrollment in Jan. unless you experience a qualifying event.</p> <p><b>See Section 602.01 of the Personnel Manual for a complete description of this benefit.</b></p>										

Dental Insurance	<p>CARS sponsors a group dental insurance plan through Excellus Blue Cross Blue Shield of Central New York. CARS pays a portion of the individual and family premium based on the employee's length of service and employment classification. A detailed plan summary and premium rate schedule are available upon request.</p> <p>To qualify for enrollment in the dental plan, employees must complete 90 days of full time employment.</p> <p>Premiums can be deducted on a pre-tax basis if the employee chooses to participate in the Premium Only Plan outlined below.</p> <p>Open Enrollment for the dental plan is annually for Jan. 1 enrollment.</p> <p>Note: In the event that you choose to enroll in the dental insurance plan immediately upon completion of 90 days of employment, you will automatically be enrolled. If you choose not to enroll at that time, you will only be allowed to enroll at the open enrollment in Jan. unless you experience a qualifying event.</p> <p><b>See Section 602.01 of the Personnel Manual for a complete description of this benefit.</b></p>
Premium Only Plan	<p>Employees can choose to have health and dental insurance premiums withheld from pay on a pre-tax basis. Estimated savings from utilizing this plan are approximately 28% of the total premium</p> <p><b>See Section 602.02 of the Personnel Manual for a complete description of this benefit.</b></p>
Life Insurance	<p>CARS sponsors a group life insurance plan that offers \$100,000 of term life insurance coverage.</p> <p>To qualify for the life insurance plan, employees must complete 90 days of full time employment.</p> <p>Premiums are \$2.50 per payroll period, deducted from pay on an after-tax basis.</p> <p>In accordance with IRS guidelines, the cost of life insurance provided by an employer in excess of \$50,000 is taxable to the employee. However, the taxable portion is reduced by total premiums paid by the employee. This additional tax withholding is included on a payroll check during the month of December each year you are enrolled in the plan.</p> <p>Note: If you choose to enroll in the Life Insurance Plan immediately following completion of 90 days of full time employment, your enrollment will be automatic. However, if you decline enrollment at that time and want to enroll at a later date, your application for enrollment will undergo medical underwriting by the insurance carrier. This means that you will be asked to provide specific medical information to the carrier and you may be refused participation in the plan.</p> <p><b>See Section 602.03 of the Personnel Manual for a complete description of this benefit.</b></p>

401(k) Retirement Plan	<p>CARS sponsors a 401K retirement plan administered by Benefit Plans Administrative Services. Employees may contribute to the plan on a pre-tax basis beginning with the first day of employment.</p> <p>CARS provides a match of all employee funds invested in the plan after completion of one year of services that consists of at least 1000 hours. Employees must be at least 21 years of age to receive the matching contribution. Matching contributions by CARS are made according to a schedule that is based on years of service and employment classification.</p> <p><b>See Section 602.04 of the Personnel Manual for a complete description of this benefit.</b></p>
Employee Assistance Plan	<p>CARS provides an Employee Assistance Program to its staff members through Employee Network Incorporated (ENI). You will receive more detailed information about the specific services offered by ENI at the time you are hired.</p> <p><b>See Section 602.05 of the Personnel Manual for a complete description of this benefit.</b></p>
Enhanced NYS Disability	<p>NYS requires employers to carry disability insurance on its employees to provide a cash benefit in the event an employee becomes disabled as a result of a non-work related accident, injury or illness. The minimum requirement for employers is to provide benefits of 50% of average weekly wages with a maximum benefit of \$170 per week for up to 26 weeks.</p> <p>CARS provides an Enhanced NYS Disability policy for its employees that provides a benefit of 50% of average weekly wages with a maximum benefit of \$255 per week for up to 26 weeks.</p> <p>CARS provides Enhanced NYS Disability coverage for its employees at no charge. Coverage begins with the first day of employment.</p> <p><b>See Section 602.06 of the Personnel Manual for a complete description of this benefit.</b></p>
Long-Term Disability	<p>CARS sponsors a Long-Term Disability plan that provides cash benefits after an employee has been disabled for at least 6 months (when coverage under the Enhanced NYS Disability policy has reached the maximum allowed).</p> <p>To qualify for the Long-Term Disability plan, employees must complete 90 days of full time employment.</p> <p>Premiums are \$2.50 per payroll period, deducted from pay on an after-tax basis.</p> <p>Note: If you choose to enroll in the Long-Term Disability plan immediately following completion of 90 days of full time employment, your enrollment will be automatic. However, if you decline enrollment at that time and want to enroll at a later date, your application for enrollment will undergo medical underwriting by the insurance carrier. This means that you will be asked to provide specific medical information to the carrier and you may be refused participation in the plan.</p> <p><b>See Section 602.03 of the Personnel Manual for a complete description of this benefit.</b></p>

<p>Medical Flexible Spending Plan</p>	<p>CARS sponsors a Medical Flexible Spending Plan to allow employees to set aside funds on a pre-tax basis to cover expenses that are not covered by medical insurance.</p> <p>The maximum amount allowed under IRS regulations is \$2500 per year.</p> <p>Employees become eligible to contribute to the Flexible Spending Plan upon completion of 90 days of full time employment.</p> <p>Participation and amounts set aside from each payroll check are in effect for a full year.</p> <p><b>See Section 602.09 of the Personnel Manual for a complete description of this benefit.</b></p>
<p>Family &amp; Medical Leave</p>	<p>CARS provides Family and Medical Leave (FML) for employees who have worked for CARS for at least 12 months and have worked at least 1250 hours in the period 12 month period. A maximum of 12 weeks FML is available when there is a qualifying event, such as:</p> <ol style="list-style-type: none"> <li>1. The birth, adoption or foster care placement of a child</li> <li>2. The care of a son, daughter, spouse, parent or domestic partner with a serious health condition.</li> <li>3. The care of the employee's own serious health condition.</li> </ol> <p><b>See Section 601.12 of the Personnel Manual for a complete description of this benefit.</b></p>