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**Eligibility**

Benefits listed are based on a 40 hour work week. Employees who work 30 hours per week are eligible for employee benefits. Benefits will be pro-rated if working less than 40 hours per week.

**Personal Time Bank**

This paid time off covers illness, vacation and other personal time requested

<u>Years of Service</u>	<u>Hours Accrued Per Pay</u>	<u>Total Hours Per Year</u>
0-1	3.68	96 Hours
2-3	6.16	160 Hours
4-5	7.68	200 Hours
6-7	8.32	216 Hours
8+	9.20	240 Hours

**Disability Time Bank**

This benefit is to insure employees who become wholly and continuously disabled a salary during their time off of work. Full time employees earn 1.54 hours per pay to an accumulated maximum of 1040 hours (130 days). This bank is available on your sixth day out with a doctor's note.

**Holidays**

The following nine and a half holidays are observed each year:

New Year's Day	Independence Day	Christmas Eve half day
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Thanksgiving Day	
Memorial Day	Friday after Thanksgiving	

**Direct Service Incentive Bonus Plan**

Our productivity bonus program offers a three tier bonus every month depending on the level over 100% productivity.

**Mileage Reimbursement**

Employees are reimbursed for reasonable travel expenses that are incurred as part of their employment with the Agency and that are not within the usual course of commuting. DFYF has a mileage reimbursement scale paying up to .45 per mile.

**Longevity Bonus**

DFYF recognizes the importance of long term employees and rewards our staff for their commitment to the work in the community

<u>Anniversary</u>	<u>Bonus</u>
5 years	\$250.00
10, 15, 20, 25, and up	\$500.00

**Medical, Dental and Vision Coverage**

Coverage through United Healthcare, MetLife Dental and VSP Vision beginning the first day of the month following hire date. If you currently have medical coverage you qualify to waive the DFYF coverage and receive a annual stipend of \$750 paid into your bi-weekly check. DFYF offers domestic partner health coverage for qualifying participants.

### **Health Saving Account**

Any employee enrolled into the DFYF health plan is eligible to receive an annual stipend paid into their health saving account. Current stipend is \$83.33 per month for single plus spouse and \$150.00 per month for single plus child(ren); paid quarterly.

### **125 Flexible Spending Accounts**

This benefit allows for pre-tax payroll deductions to cover eligible health, dental and vision expenses and/or dependant care expenses. These expenses can be incurred by yourself, spouse and your dependents.

### **Life Insurance and Accidental Death**

Benefits payable under the group life insurance is two times the basic annual earnings. This insurance is effective upon six months of employment at 30 hours per week. This is a UNUM Plan provided 100% by DFYF.

### **Term Life Insurance**

DFYF offers a term life policy underwritten by UNUM Insurance Company to new hires without a physical examination within the first 30 days of employment. This is a voluntary policy that is paid for through payroll deduction. Active employee can enroll during open enrollment with a health evaluation.

### **Long Term Disability Insurance**

This benefit provides a totally disabled employee a monthly benefit of 60% of the employee's monthly earnings, once they have been disabled for a period of 90 days. This is a UNUM Plan provided 100% by DFYF.

### **MetLife 403b Plan with Employer Contribution**

This benefit provides you the opportunity to save for your retirement with pre-tax dollars from your pay check, also giving you an adjusted gross on your W-2 when you file your taxes. All employees are eligible to enroll in the plan on their hire date. DFYF currently contributes annually into your plan each fiscal year. You must be actively employed on the last day of the fiscal year to receive the annual contribution and have worked at least one thousand hours during the plan year. At the discretion of the DFYF Board of Directors, a percentage of the employee's base salary is contributed to the plan. Since the plans existence the contributions have ranged from 2% to 6%.

### **Supervision for Independent Licensure**

DFYF Managers are encouraged to supervise staff working toward their independent licensure without going outside of the agency. All independent licensed staff are eligible to join our Management Training Team. We strive to provide upward mobility for these individuals.

### **Licensure Testing Reimbursement**

To help and encourage our employees to become licensed or upgrade their current license, DFYF will pay for prep-work and test fees, upon passing of testing once an employee is off of probationary status.

### **Employee Referral Bonus**

We love referrals and encourage employees to refer licensed applicants to apply for our open positions. DFYF will pay employees \$500 for referring a licensed new employee upon removal of probationary status.

### **Free Fitness Centers**

DFYF has two fully equipped fitness centers at two locations. Staff are welcome to use these facilities when not being used by clients.

### **Fee Waivers – OSU College of Social Work**

OSU fee waivers are available for College of Social Work Continuing Education Trainings and Credited Courses for full-time employees.

### **Free CEU Training**

DFYF has on-going trainings throughout the year with CEU certificates in our convenient locations during regular work hours. These hours are backed out of required productivity hours.