

# Prospect Child & Family Center

## *Come Make a Difference!*

*The following is intended to provide an overview of programs and benefits available to employees, as well as information to prospective applicants. Eligibility for any benefit(s) is dependent upon employee classification. We hope you will find this a useful reference outlining benefits and programs offered by Prospect Child & Family Center.*

### ***Benefits:***

#### **Health Care & Dental Coverage:**

Prospect Child & Family Center offers health and dental care to both full and part-time employees who work 21 hours or more per week. The Agency makes a contribution towards the cost of health and dental insurance for full-time employees and a pro-rated amount for part-time. Employees are eligible on the first of the month following 30 days of employment.

#### **Group Term Life Insurance:**

The Agency has a Group Term Life Insurance policy. This benefit is provided by the Agency at no cost to all full-time employees who have completed one year of service.

#### **Tax Deferred 403(b) Plan:**

The Agency has a Tax Sheltered Retirement Plan. Employees who work more than 1,000 hours per year and are over the age of 21 may enroll in the plan on their date of hire. The Agency offers a generous “match” after one year of service to eligible employees.

#### **Child Care Advantage Account:**

Employees may enroll their qualifying children in our nursery school program and receive before and after school care as needed for a minimal cost that is payroll, pre-tax deducted.

#### **Flexible Spending Account – Dependent Care:**

Employees who have children enrolled in a qualified day care arrangement may have the cost of that program payroll deducted on a pre-tax basis from their paychecks.

#### **Employee Assistance Program (EAP):**

The Employee Assistance Program is a confidential and independent counseling service available to all employees and their immediate families at no cost.

### **Retirement Insurance Plan:**

Employees who have at least 10 years of full-time service and are at least 60 years of age may retire from the Agency and continue medical benefits.

### **Voluntary Life Insurance:**

All benefit eligible employees are eligible to enroll in the Voluntary Life program. The effective date of eligibility is the first of the month following 30 days of employment.

### **Cancer Protection Insurance:**

All benefit eligible employees are eligible to enroll in the Cancer Protection Insurance program. The effective date of eligibility is the first of the month following 30 days of employment.

### **Time Off Benefits:**

The Agency offers paid holidays, accrued vacation, sick and personal time based on the employee's work area.

### **Direct Deposit:**

The Agency offers a direct deposit opportunity to employees.

***Prospect Child & Family Center's Fringe Benefit Program is regularly updated and subject to change. Please confirm current details with Prospect Child & Family Center's Human Resources Department.***