










## EICAP 2021 BENEFITS AT A GLANCE

**\*\*\* NOTE: Seasonal Employees in Energy Assistance and Weatherization are not eligible for participation in benefits.**

<u>Benefit</u>	<u>Eligibility Period</u>	<u>Benefit Highlights</u>
<b>LifeMap Group Life, Voluntary Life, &amp; AD&amp;D</b>	1 <sup>st</sup> of month following 60 days of full-time employment.	EICAP provides group life and accidental death & dismemberment at 1 times annual earnings up to a maximum of \$100,000. This includes \$10,000 life insurance on your spouse and dependent children. At enrollment you are eligible to purchase additional life insurance (at your own expense) to a maximum of 5 times your annual salary. Basic Life insurance enrolls employees in Short Term Disability (STD) and Long-Term Disability (LTD) coverage.
<b>Employee Assistance Program</b> 	At hire, no enrollment needed	The EAP provides counseling and life balance services to help resolve problems that may interfere with work, family, and life. The EAP is free to you as an employee and to anyone living in your household or dependent on your income. The EAP is confidential and provides up to eight visits per issue.
<b>Regence Blue Shield Health Insurance</b> 	1 <sup>st</sup> of month following 60 days of full-time employment.	<ul style="list-style-type: none"> <li>➤ EICAP pays 100% of the employees' premium and 60% for dependents, for Employees that are a 100% FTE/work 40+ hours per week.</li> <li>➤ Wellness/Preventive Care \$0 copayment per visit in network per year.</li> <li>➤ For other benefit coverage, please refer to the Summary of Benefits and Coverages that you receive at enrollment</li> </ul>
<b>Delta Dental of Idaho</b> 	1 <sup>st</sup> of month following 60 days of full-time employment.	<ul style="list-style-type: none"> <li>➤ EICAP pays 100% of the employees' premium and 60% for dependents, for Employees that are a 100% FTE/work 40+ hours per week.</li> <li>➤ 100% coverage for preventive and diagnostic – i.e., exams, x-rays &amp; cleanings.</li> <li>➤ 80% coverage for basic services – i.e., fillings, root canals, extractions, minor oral surgery.</li> <li>➤ For other benefit coverage, please refer to the Summary of Benefits and Coverages that you receive at enrollment.</li> </ul>
<b>VSP/LifeMap</b> 	1 <sup>st</sup> of month following 60 days of full-time employment.	Vision Insurance provided at employee's expense: <ul style="list-style-type: none"> <li>➤ \$10 copayment of examination every twelve months per covered individual.</li> <li>➤ \$25 copayment on eyewear: lenses/12 months, frames/12 months per covered individual.</li> <li>➤ Contact Lenses – no copayment every 12 months up to \$150.00.</li> <li>➤ For other benefit coverage, please refer to the Summary of Benefits and Coverages that you receive at enrollment.</li> </ul>
<b>Aflac</b> 	1 <sup>st</sup> of month following 60 days of full-time employment.	Supplemental insurance policies provided at employee's expense: <ul style="list-style-type: none"> <li>➤ Accident Care</li> <li>➤ Hospital Intensive Care</li> <li>➤ Cancer Insurance</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Critical Illness Insurance</li> <li>➤ Benefits are paid directly to you.</li> <li>➤ Benefits are portable if you change jobs.</li> </ul>
<p><b>APA Benefits Flex &amp; DCAP</b></p> 	<p>1<sup>st</sup> of month following 60 days of full-time employment.</p>	<p>Flexible Spending Account (FSA): You determine an amount to be withheld from your pre-tax income. You can pay for certain non-covered medical expenses such as: deductibles, doctor office co-pays, prescription drugs, non-covered expenses from your optician or dentist, and certain eligible over the counter medications and first-aid supplies.</p> <p>Dependent Care Assistance Plan Account (DCAP): May be used to reimburse expenses incurred for the care of a qualifying dependent.</p> <p>If you are eligible to participate in the Company-sponsored group health plan, then you are eligible to participate in the FSA and DCAP, even if you do not elect to participate in the Company-sponsored group health plan.</p>
<p><b>Aspire 403b Thrift/ Retirement Plan</b></p>	<p>At hire</p>	<ul style="list-style-type: none"> <li>➤ Contributions are deducted pre-tax based on employee's election amount. You may start contributing to your account beginning on the first pay day after you enroll.</li> <li>➤ On the first of the month following one year after hire, the agency will begin matching your contributions each pay day dollar for dollar, up to 3% of your gross taxable earnings.</li> </ul>
<p><b>Sick Paid Time Off</b></p> 	<p>1<sup>st</sup> of month following 180 days of employment.</p>	<ul style="list-style-type: none"> <li>➤ Each <b>regular full-time</b> employee working a forty-hour week will accrue sick leave at the rate of 2.16 hours per pay period after successful completion of the 180-day introductory period.</li> <li>➤ Each regular full-time employee working less than a forty-hour work week and each regular part time employee will have available sick leave based on their percentage of employment compared to a forty-hour work week.</li> <li>➤ Accrued sick leave can be carried over from year to year. However, at no time will your available sick leave exceed 160 hours. Accrued sick leave is not paid out at separation of employment.</li> <li>➤ <b>Head Start Seasonal</b> Full Time Employees accrue sick leave, based on a percentage of hours worked, up to 2.16 hours per pay period.</li> <li>➤ Head Start Seasonal Part Time Employees do not accrue any sick leave.</li> <li>➤ Seasonal employees in other departments do not accrue any sick leave.</li> </ul>
<p><b>Paid Vacation and Personal Leave</b></p> 	<p>1<sup>st</sup> of month following 180 days of employment.</p>	<p>Each <b>regular full-time employee</b> working a forty-hour week will accrue vacation time based on the following schedule:</p> <ul style="list-style-type: none"> <li>➤ 0 through 5 years of employment = 3.08 hours per biweekly pay period</li> <li>➤ 6 through 10 years of employment = 4.62 hours per biweekly pay period</li> <li>➤ 11 through 20 years of employment = 6.16 hours per biweekly pay period</li> <li>➤ 20 or more years of employment = 7.70 hours per biweekly pay period</li> </ul> <p>Each regular full-time employee working less than a forty-hour week and each regular part time employee will accrue vacation leave based on their percentage of employment compared to a forty-hour work week.</p> <p><b>Head Start Seasonal full-time employees</b> will be eligible for 32 hours of personal leave each fiscal year.</p>

		<p>Personal leave is available after the employee completes 90 days of employment and is not paid out at separation.</p> <p>Seasonal employees in other departments do not receive Personal Leave.</p> <p>An employee is permitted to carryover 120 hours of unused vacation leave from one year to another. Please see policy for additional information regarding vacation accrual and carryover.</p>
<p><b>Holidays</b></p> 	<p>Eligible 1<sup>st</sup> paid holiday immediately after hire.</p>	<p>EICAP observes the following holidays:</p> <ul style="list-style-type: none"> <li>➤ New Year’s Day</li> <li>➤ Civil Rights Day</li> <li>➤ President’s Day</li> <li>➤ Memorial Day</li> <li>➤ Juneteenth (Emancipation Day)*</li> <li>➤ Independence Day</li> <li>➤ Labor Day</li> <li>➤ Veteran’s Day</li> <li>➤ Thanksgiving Day</li> <li>➤ Day after Thanksgiving (in lieu of Columbus Day)</li> <li>➤ Christmas Day</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>To be paid for a holiday, it must fall on your regularly scheduled workday (exceptions for employees working 4X10’s). A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Please refer to the Employee Handbook for further information on EICAP paid holidays.</p> </div> <p style="text-align: right; margin-top: 10px;">*For 2021, Juneteenth will be observed Dec. 23rd</p>