

# GREENCROFT® COMMUNITIES

## Summary of Benefits - Full Time (72 hours or more per pay period)

### BENEFIT /DESCRIPTION

#### Time Off

**Bereavement Time** 3 days per year, does not accrue. Must be employed 6 months before using.

**Sick Time** ½ day each month, begin accruing after 6 months of employment, max 60 days

**Vacation Time** 1 week or equivalent during first year, may take after 6 months of employment

2 weeks or equivalent after two years

3 weeks or equivalent after six years

4 weeks or equivalent after eleven years

Full time, classified as Hourly Professional and Exempt Professionals receive an accelerated Vacation Plan in the first year.

**Holidays** 7 per year: New Year's Day, Easter, Memorial day, Independence Day, Labor Day, Thanksgiving, Christmas Day

**Jury Duty** Employee receives regular salary from Greencroft if they give pay received from the court to the Greencroft Foundation.

#### Insurance Benefits

**Dental:** Eligible employees may choose from two plans - Basic and Enhanced.

Greencroft will contribute the cost of the basic plan. The employee may add the enhanced and/or family coverage at their own expense. If employee purchases dental, they are eligible to purchase Vision insurance. Employee may choose from 2 plans, Basic and Enhanced. The employee may add Enhanced and/or family coverage at their own expense.

**Health Insurance** Eligible employees may choose from 2 plans; Standard Health Plan or Limited Benefit Plan. Eligible employees may enroll at no cost. PPO Provider is Highmark; a licensee of Blue Cross Blue Shield. May add family coverage at employee's expense.

**FlexChoice** Allows employees to set aside earnings on a pre-tax basis for eligible medical or dependent care expenses. Employees may also have insurance premiums deducted pre-tax through FlexChoice. This plan requires that employees re-enroll every year for the following year.

**Short-term Disability** Optional coverage employees may choose at their own expense.

**Life Insurance** One times annual salary in term life insurance after one year of service.

**Supplemental Life Insurance:** An additional 1 times annual earnings is available at employee's own expense.

**Dependent Life Insurance:** Spouse (if you have one) covered at \$5,000. *Each* dependent child over 6 months will be covered for \$2,000. Infants 14 days to 6 months are covered for \$500.

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## **Retirement**

***Mennonite Retirement Trust 403B*** This is a 2 part plan:

Part 1 Basic: After one year of employment, Greencroft will contribute 3% of your gross annual salary into a personal account at Mennonite Mutual Aid. Please note this is in addition to, not deducted from, your salary. Participants must be 21 years of age.

Part 2 Match Plan: If an employee signs up to also contribute to their Retirement Plan, Greencroft will contribute up to another 3% into the MRT 403b plan.

## **Education**

***Educational Scholarships*** Partial funding available through the Greencroft Foundation.

***Professional Development*** Agreed upon by the employee and their supervisor.

***Licensure Fees*** paid by Greencroft (if applicable)

***Membership Dues***

## **Employee Assistance Program**

Employee and family counseling and referral sessions available for a limited time.

## **Discounted Meals**

Employees receive 50% discount for meals at the Sideboard while on duty.

## **Verizon Wireless**

Discount on purchase of cell phone package

## **Goshen Recreation-Fitness Center**

Discount on membership

*This document is a summary of benefits and subject to change.*

*Questions regarding eligibility or coverage should be directed to Human Resources.*