

GREENCROFT® COMMUNITIES

Summary of Benefits - Management

BENEFIT /DESCRIPTION

Time Off

Vacation Time Off Plan:

Level	1-5 Years	6+ Years
Executive Management	4 weeks	4 weeks
General & Administrative Mgt.	3 weeks	4 weeks

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

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. May keep mileage reimbursement.

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 extended coverage and/or family coverage at their own expense.

Health Insurance Eligible employees may enroll at no cost. PPO Provider is Highmark a licensee of Blue Cross Blue Shield. Family coverage is at 10% of current premiums.

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.

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.

Long-term Disability Greencroft will contribute the cost of the plan for eligible employees.

(continued)

Retirement

Mennonite Retirement Trust After one year of employment, Greencroft will contribute 3% of your gross annual salary into a personal account at Mennonite Mutual Aid. A match portion of this plan is also available. If the employee contribute 3% of their salary greencroft will contribute an additional 3%. Please note this is in addition to, not deducted from, your salary. Participants must be at least 21 years of age.

Education

Educational Scholarships Partial funding available through the Greencroft Foundation if approved.

Professional Development Agreed upon by the employee and their supervisor.

Licensure Fees and 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.