

GREENCROFT[®] COMMUNITIES

Summary of Benefits – Part-time Plus

BENEFIT /DESCRIPTION

Time Off

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

Holidays Holiday pay is paid when employees work the actual holiday. 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 called during regularly scheduled hours and if pay received from the court is given to the Greencroft Foundation. May keep mileage reimbursement.

Insurance Benefits

Dental Eligible employees choose from two plans - Basic and Enhanced. Greencroft will contribute 50% of 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. PPO provider is Highmark a licensee of Blue Cross Blue Shield.

Greencroft will contribute 50% of the cost of the premium. 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.

Retirement

Mennonite Retirement Trust 403b This is a 2 part plan.

Plan 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.

Plan 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 if approved.

Professional Development Agreed upon by the employee and their supervisor.

Licensure Fees paid by Greencroft (if applicable)

Membership Dues

(continued)

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.