



## 2023 Summary of Benefits for Full Time Employees

(Benefits may change without prior notification)

1. **Holidays:** 13 paid holidays per year
2. **PTO:** 10 days per year, up to third anniversary
3. **EIB:** Extended Illness Bank, 6 days per year
4. **Retirement Benefits:** Mutual of America  
Employer contributes 2% of employee's base salary and will match up to an additional 2%, beginning after one year of employment and 1000 hours of services if the employee is age 21 or older
5. **Insurance Benefits:**
  - a. **All insurance coverage begins the first of the month following 60 days of employment**
  - b. Disability Insurance: MetLife
    - i. Long Term Disability, paid by employer, covers 60% of salary after 90 days
  - c. Life Insurance: MetLife
    - i. \$25,000 Term Life Policy, paid by employer
  - d. Medical Insurance: Coastal Administrative Services (Aetna Network)
    - i. 100% of employee premium paid by employer
    - ii. \$6000 deductible, with \$6000 maximum out of pocket (Up to \$2000 of \$6000 deductible reimbursed by employer)
    - iii. Health Reimbursement Arrangement (HRA) reimbursement for in network charges from \$2,000 -\$4,000 (through Paylocity)

Note: Employee may purchase dependent coverage at own expense.
  - e. Additional elective insurance benefits are available at employee expense:
    - i. Employee and/or dependent Dental Coverage (MetLife)
    - ii. Employee and/or dependent Vision Coverage (MetLife)
    - iii. Employee Short-Term Disability Coverage (MetLife)
    - iv. Additional employee or dependent Life Insurance (MetLife)

For further clarification, please contact Community Link's Human Resources Department at 526-3922 or 526-3920.