

**Cedarcrest Center  
for Children with Disabilities  
Employee Benefits**

<b>BENEFIT</b>	<b>Full Time 64-80 hours per pay period</b>	<b>Part time I 40-63 hours per pay period</b>	<b>Part time II Under 40 hrs per pay period</b>	<b>Temporary or Per Diem</b>
<b>Medical Insurance</b> 75% Cedarcrest/25% Employee cost; for employee and/or family; deducted pre-tax; staff qualify if they average 30 hours per week	X			
<b>Dental Insurance</b> -75% Cedarcrest/25% Employee cost for employee and/or family members; deducted pre-tax	X			
<b>Pay in Lieu of Health Insurance: \$1000</b> - to help with coverage purchased elsewhere	X			
<b>Short term Disability Insurance</b> 100% Cedarcrest paid	X			
<b>Long term Disability Insurance</b> 100% Cedarcrest paid	X			
<b>Flexible Spending Account</b> - up to \$2500 employee contribution				
1) dependent care expense reimbursement	X	X		
2) medical expense reimbursement	X	X		
<b>Life Insurance</b> 100% Cedarcrest paid	X	X		
<b>Additional Voluntary Life Insurance</b> optional coverage	X	X		
<b>403(b) Retirement Plan</b> - employee contribution	X	X	X	X
<b>403(b) Match</b> - after one year of employment, up to 2% of wages matched by Cedarcrest Center	X	X		
<b>Earned Time</b> - includes sick, vacation and personal day; for full time staff, holidays, too	X	X	X	
<b>Earned Time Cash-In</b> – option twice yearly	X	X	X	
<b>Bereavement Leave</b> – up to 32 hours for designated family members (16 hours for part time)	X	X	X	
<b>Shift Differential Pay</b> - for shifts between 3pm and 7am and/or weekends	X	X	X	X
<b>Double pay</b> for worked holidays	X	X	X	X
<b>Direct Deposit</b> of paycheck	X	X	X	X
<b>Employee Assistance Program</b> - at no charge to employee and/or household members	X	X	X	X
<b>Daily Meal</b> - for 5 hour shift or more	X	X	X	X
<b>Finder's Fee</b> - \$200 is paid at the end of a six month period for referring new employees	X	X	X	
<b>Staff Development</b> - up to \$500 / 16 hours per year	X			
<b>Staff Development</b> - up to \$250 / 8 hours per year	X	X		
<b>Staff Development</b> - on site inservice education	X	X	X	X
<b>Tuition Reimbursement</b> - up to \$1000 per year; pro-rated for part time	X	X		
<b>Wellbeing Program</b> – on site activities and events & up to 20% of staff development funds (above) for offsite wellness (eligibility guidelines in manual)	X	X	X	X

**Note: Each benefit has specific eligibility requirements.  
See the detailed description in the Personnel Policy Manual.**