

# Our Commitment to Staff Benefits

*OhioGuidestone offers staff outstanding benefits. Some benefits will vary depending on position and location. The following are just a few of the benefits we provide:*

## **Free Medical Benefits**

8.5 days of **paid holidays** for full time staff.

**2 weeks of vacation per year** for full time staff, with the opportunity to accrue more!

Paid sick time

Life Insurance of up to 1 full year's salary at no cost to staff.

Voluntary Term Life Insurance

Long term disability options

**Discounted child care tuition** at any of our four, Nationally Accredited Family Life Child Care Centers. Summer programs for school age children are also available.

401(k) with employer match options

**Flexible spending account** options

**Health Savings Account** option

Membership in the **Best Benefits Club** (BBC) which provides employees with discounts on local and national products/services.

**Discounted memberships** with Lifeworks of Southwest General Health Center.

**Free, convenient parking** is available at all of our agency locations.

Membership available for three Credit Unions: Berea School Employees Credit Union, Summit Federal Credit Union & the Ohio Education Credit Union.

Confidential pastoral care through the Chaplain to the Agency at no cost.



*The benefits listed above are an example of some of the benefits OhioGuidestone is proud to offer. Additional restrictions, including length of employment and employee status, to access these benefits may apply. Please contact Human Resources for more details.*



**OhioGuidestone**  
SOLUTIONS FOR CHILDREN, FAMILIES  
& COMMUNITIES

[www.OhioGuidestone.org](http://www.OhioGuidestone.org)



## General Benefits and Leave Guidelines

The listings below are merely guidelines and not all details are listed. Please use for general reference only. For clarification please refer to the employee handbook or Human Resources.

Employee Status	Hours Required	Benefits Available
Full Time	30 Hours, or more, per week consistently	Paid vacation time* 1 day per month paid sick time* Personal Day= 1 per year* 8.5 paid holidays per year* Medical Benefits Life Insurance Voluntary Life Insurance Long Term Disability 401(k) * Day Care Tuition discounts Dental and/or vision insurance Section 125/Flexible Spending Accounts Health Savings Account BBC, Lifeworks, Credit Unions membership options Pastoral Counseling
Part Time,Benefits Eligible	20 to 29 hours per week, consistently & on a regular schedule	Paid vacation time* 4 hours per month paid sick time* Personal Day= 4hrs/ per year* 8.5 (prorated) paid holidays per year* 401(k)* Day Care Tuition discounts BBC, Lifeworks, Credit Unions membership options Pastoral Counseling
Part Time,Benefits Ineligible	Less than 20 hrs/week or requiring 30-40 hrs/week for a limited period of time due to the inconsistent or temporary nature of the work (Summer programs, Seasonal help, etc.)	401(k)* BBC, Lifeworks, Credit Unions membership options Pastoral Counseling
Part Time, On Call	Hours will vary	401(k)* BBC, Lifeworks, Credit Unions membership options Pastoral Counseling

Please note that employees are able to work two part-time positions with the agency, however two part-time positions do not equal a full-time position. They are independent of each other.

\*Exceptions or prorated terms may apply. Please refer further to the OhioGuidestone benefit and leave summary or the employee handbook.



## General Benefits and Leave Guidelines

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The information below is a general benefit and leave guide and not all details are listed. Please use for general reference only. For clarification please refer to the employee handbook or human resources.

### **Medical Benefits:**

#### **High Deductible Plan**

Offered through:

Medical Mutual, [www.medmutual.com](http://www.medmutual.com)

Available for: Full-time, benefit eligible employees

Benefit details: Health Savings account options with pre-tax payroll deduction. There are no co-pays.

Single coverage deductible \$2,600.00; Family Coverage Deductible \$5,200.00

Cost: **Premiums are fully paid by OhioGuidestone!** This means nothing comes out of your pocket!

### **Life Insurance:**

Available for: Full-time, benefit eligible employees

Highlights: Coverage is equal to one full year of the employee's salary.

Cost: **Fully paid by OhioGuidestone!**

### **Voluntary Term Life Insurance:**

Available for: Full-time, benefit eligible employees

Benefit details: Provides employees to choose to have additional life insurance on themselves, spouse or children. Coverage is equal to one full year of the employee's salary.

Cost: Employee paid benefit through payroll deduction election.

### **Long Term Disability:**

Available for: Full-time, benefit eligible employees

Benefit details: Provides protection against the loss of your income in the event that you become disabled and unable to work. Benefits may begin after you have been continuously off of work for 4 months. Benefits are equal to 60% of salary.

Cost: **Fully paid by OhioGuidestone!**

**Sick Leave:**

Available for: All Benefit Eligible Employees.; part-time, benefit eligible Family Life Center employees exempt.

Highlights: Sick leave is accrued at the rate of one day/month. A "day" will vary based on staff's regularly scheduled work week.

Cost: Fully paid by OhioGuidestone.

**Paid Holidays:**

Available for: All Benefit Eligible Employees; part-time, benefit eligible hours are prorated.

Regular, part-time Family Life Program staff receives only holidays off when the centers are closed

Benefit details: OhioGuidestone recognizes 8.5 paid holidays per calendar year.

Holidays include: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; as well as ½ day to be used between the week before Christmas and the week after New Year's

Cost: Fully paid by OhioGuidestone.

**Personal Day:**

Available for: Full-time, benefit eligible employees. Regular part-time staff are prorated and part-time benefit eligible Family Life Center are exempt.

Benefit details: One personal day per calendar is accrued after 6 months of service. This benefit cannot be carried into a new calendar year.

Cost: Fully paid by OhioGuidestone.

**Vacation:**

Available for: Full-time, benefit eligible employees. Part-time benefits eligible are prorated.

Benefit details: Employees are eligible to take accrued vacation after 6 months of employment; 2 weeks total are earned after completion of one year of service. Job category dictates total vacation time earned. On December 31<sup>st</sup> each year, employees must be at 2 weeks or less or will forfeit anything over 2 weeks.

Cost: Fully paid by OhioGuidestone

**Discounted Child Care:**

Available for: All Benefit Eligible Employees

Benefit details: Discounted child care is available through Family Life Child Care Centers, *An OhioGuidestone Organization*. Registration and procedure follow through required to be completed as soon as possible due to long waiting lists. For more information contact the Enrollment Specialist at 440.260.6001.

Cost: Varies per center and age.

**401(k) Plan:**

Offered through: VOYA, [www.voyaretirementplans.com](http://www.voyaretirementplans.com)

Available for: All Employees

Benefit details: All Employees are eligible to participate the first quarter after 1 year of service. Plan includes employer match. Match amount is based on years of service. There is also a potential employer discretionary contribution at the end of the year. Pre-tax investment through automatic withdrawal from employee's check. Employees are gradually vested over 6 years with at least 1000 hours per year.

Cost: Employee paid pre-tax investment. Match fully paid by OhioGuidestone.

**Healthcare Incentive:**

Available for: All full-time employees

Benefit details: A monthly medical incentive is available to eligible employees waiving medical coverage through OhioGuidestone due to coverage elsewhere. Incentive is available at three levels depending on who is waived.

Cost: Fully paid by OhioGuidestone.

**Dental Benefits:**

Offered through: Guardian (PPO), [www.guardianlife.com](http://www.guardianlife.com).

Available for: All full-time employees

Benefit details: Plan is offered through Section 125 plan as a monthly, pre-tax payroll deduction.

Cost:

High-Plan

EE only - \$29.86

EE/Spouse - \$65.82

EE/Child(ren) - \$60.06

EE/Family - \$96.00

Low-Plan

EE Only - \$24.48

EE/Spouse - \$53.96

EE/Child(ren) - \$49.24

EE/Family - \$78.72

**Vision Benefits:**

Offered through: Humana/CompBenefits, [www.mycompbenefits.com](http://www.mycompbenefits.com)

Available for: All full-time employees

Benefit details: Plan is offered through Section 125 plan as a monthly, pre-tax payroll deduction.

Cost: EE only - \$7.48

EE +one - \$14.94

EE/Family - \$19.96

**Flexible Spending Account(s):**

Offered through: TASC (Total Administrative Services Corporation), [www.tasconline.com](http://www.tasconline.com)

Available for: All full-time employees

Benefit details: Medical/dependent care flexible spending accounts are pre-tax deductions set aside for medical, dental, dependent care and/or vision care. Voluntary payroll deductions are set for each calendar/plan year, and must be renewed/enrolled every year. Reimbursement is provided through independent third party. For ease of use, a debit TASC Card is provided. Administrative costs paid by agency. Payroll deductions for employee are voluntary.

Cost: Administrative costs paid by OhioGuidestone. Payroll deductions for employee are voluntary.

**Health Savings Account:**

Offered through: PNC Bank, <http://participant.pncbenefitplus.com>

Available for: High Deductible Participants

Benefit details: Health Savings Account is a pre-tax deduction set aside for medical, dental and vision expenses. This is a Voluntary payroll deduction and can be changed throughout the year. The account is savings account so the High Deductible policy holder is the owner of the account. Administrative costs paid by agency. Payroll deductions for employee are voluntary.

Cost: Administrative costs paid by OhioGuidestone. Payroll deductions for employee are voluntary.

**Memberships:**

Best Benefits Club: Discounted movie tickets, amusement park tickets, and various vendor discounts to attractions, retailers and more. Visit [www.bbcmember.com](http://www.bbcmember.com) to learn more. Membership paid by OhioGuidestone.

Lifeworks of Southwest General: Discounted memberships available for Lifeworks of Southwest General Health Center. Visit [www.lifeworksfitness.net](http://www.lifeworksfitness.net) to learn more.

Credit Unions: Membership is available as an agency employee to Berea School Employees Credit Union, Summit Federal Credit Union, & The Ohio Education Credit Union.