



EMPLOYEE BENEFITS

PURPOSE:

To ensure that all benefit eligible employees receive adequate health coverage for themselves and their eligible dependents.

POLICY:

Greater New Beginnings will provide health and welfare benefits for all benefit eligible employees. Premiums for medical will be paid at 50% for the employee and 0% for eligible dependents (excluding designated GNB leadership capacities). Premiums for vision will be paid at 100% for the employee and 0% for eligible dependents. Benefits provided are governed by the Plan Documents, which are available for review upon request.

GNB RESPONSIBILITIES:

1. Provide health and vision insurance to all benefit eligible employees who work a minimum of 40 hours/week of which the medical will be paid at 50% for the employee only and the vision will be 100% covered for employee only. Other services will be offered on voluntary basis at employee's expense. The employee's spouse, domestic partner, and dependent children are also eligible for coverage at the employee's expense. Dependents will be covered only if employee opts for coverage and meet eligibility requirements. Benefits will be available to benefit eligible employees on the 1st of the month after hire.
2. Provide voluntary life and disability insurance coverage (via third party vendor) to all at employee's expense (mid 2020).
3. In case of status change, (i.e. call-in to benefit eligible) provide available health/welfare benefits to employee, his/her Spouse/Domestic Partner and dependent children on the first day of the month following the date of the status change, provided the employee has provided the required documentation to substantiate change and met specific waiting periods.

EMPLOYEE RESPONSIBILITIES:

1. Employees with dependent children within age restrictions are responsible for providing proof of dependent status.
2. Employees may waive the right to enroll in health/welfare benefit programs. Employees must complete a waiver if they are electing to not have GNB insurance in lieu of other coverage.
3. Employees must submit required coverage documentation by specified deadlines for life changing events and/or open enrollment or be subject to a waiting period.

Greater New Beginnings Youth Services, Inc. – Human Resources

Policy #GNB ADM 117 • Created: 12/2019 • Revised: 1/2020

The following outlines the benefits available to employees based on their status.

Benefit	Employee Eligibility	Dependent Eligibility	Premium	Waiting Period
Medical	Full-Time Employees (40hr/wk)	Legal Spouse, Domestic Partner, and Legal Child within age restrictions	50% Paid By Employer	1 st Day of the Month After Hire or Status Change
Vision	Full-Time Employees (40hr/wk)	Legal Spouse, Domestic Partner, and Legal Child within age restrictions	100% Paid By Employer	1 st Day of the Month After Hire or Status Change
Life Insurance	All Employees	NA	100% Paid By Employee	Upon Hire; Third Party Vendor
Disability Insurance	All Employees	NA	100% Paid By Employee	Upon Hire; Third Party Vendor
Vacation & Sick Accrual (Accrual Scale can be seen in the Time Accrual Policy)	All FT and PT Employees	NA	No Premium	Accrual Begins Upon Hire
Bereavement (3 Days)	All Employees	NA	100% Paid by Employer	Upon Hire

PAYOUT PROVISION: There is no provision to be paid if one opts to sign the medical and vision declination/waiver.