

Overview of Benefits: Edna Martin Christian Center 2023

Healthcare Benefits

Health Insurance:

Health Insurance is offered for full-time employees through Anthem including a PPO plan and an HSA plan. Employees can opt in for either a Flexible Spending Account (FSA) or Health Savings Account (HSA)

Dental, Vision, & Life insurance:

Dental Insurance and Vision Insurance are offered through Guardian, with employee choice between several tiers of coverage.

Life Insurance is provided through Anthem Life in the amount of \$25,000 per employee and is provided at no out of pocket cost by EMCC. Employees may purchase additional coverage if desired.

Paid Time Off and Paid Holidays

Paid Holidays:

EMCC recognizes the following paid holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Good Friday, close at noon
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day and the Friday following Thanksgiving Day
9. Christmas Day
10. Regular business days between Christmas Day through New Year's Day

PTO policy:

Paid time off (PTO) is intended to provide time off for employees to take vacation, take care of personal business, recover from illness or enjoy themselves away from the daily responsibilities of their jobs.

This policy applies to regular part-time and full-time employees after the initial 90-day probationary period.

PTO is based on the position within the organization.

- Regular part-time employees (regularly working 29 or less hours per week) will receive 5 days (40 hours) of PTO annually.
- Regular full-time employees (regularly working 30 or more hours per week) will receive 10 days (80 hours) of PTO annually.
- Director level positions and above will receive 15 days (120 hours) of PTO annually.

All PTO should be used by the end of the benefit year (A benefit year is defined as a 12-month calendar year beginning with January 1 and ending with December 31). Employees will not be allowed to carry over any unused PTO.

Employees are not allowed to use more than they have available unless they have approval from their supervisor.

Upon termination from EMCC, PTO will be paid out on the employee's final paycheck. However, if an employee has a negative balance because they have used more than they had available, then the employee will have to pay back the negative balance from their last paycheck.

Employees are entitled to receive their regular rate of pay during scheduled PTO. It does not include overtime or other special forms of compensation such as incentives, commission, bonuses or shift differentials.

PTO, except when taken due to an illness, should be scheduled at least 10 business days prior to the leave. ***Requests must be entered into the HCC Employee Portal and approved by your supervisor.*** EMCC reserves the right to schedule PTO in order to insure orderly operation of our business and service.

- **Reminder: EMCC's annual Paid Holiday schedule includes all business days between Christmas Day and New Year's Day.**

In the event PTO is taken on the same date as a company-paid holiday, the employee will be paid for the holiday and will not be paid PTO for the same date.

PTO time does not count as "time worked" for the purpose of calculating overtime.

PTO must be used as part of FMLA or other similar state leave programs.

Childcare Benefit

EMCC provides childcare for employees at a sharply discounted rate from private-pay fees. This benefit may not be combined with other childcare subsidies. The internal fee structure for childcare for EMCC employees is subject to change as determined by Executive leadership and the program Director. While employee childcare needs are a priority, availability of a childcare seat is ultimately determined by current teacher/student ratios as required by the Family and Social Services Administration for the State of Indiana.