

Overview of Benefits: Edna Martin Christian Center 2025

Healthcare Benefits

Health Insurance:

Health Insurance is offered for full-time employees through an Individual Coverage Health Reimbursement Arrangement (ICHRA) plan. Employees will receive individual guidance and support from the provider's team of health benefits experts.

Dental, Vision, & Life insurance:

Dental Insurance and Vision Insurance are offered through Guardian, with employee choice between 2 tiers of coverage.

Life Insurance is also provided through Guardian 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

****Employees must be through their 90-day probationary period in order to receive the additional business days between Christmas Day and 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.

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.

Childcare Benefit

EMCC provides childcare for employees based on a sliding scale rate. 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.