



BENEFIT SUMMARY

April 2011 – March 2012

The following is a brief summary of the benefits offered by Cascadia Behavioral Healthcare for regular, full time employees. Benefits are pro-rated for employees working less than 40 hours per week and more than 20 hours. This handout is intended as an overview of the benefit package and is not a comprehensive summary. Details regarding employee benefits and employee eligibility for benefits are outlined in the agency's Personnel Policies Manual which takes precedence over this summary.

Medical and Dental

Cafeteria Plan: Currently Cascadia provides cafeteria plan benefits with optional benefits such as medical, dependent care and transportation spending accounts. Medical and dental coverage is mandatory, but can be external. The employee pays a portion of the medical premium based on income and FTE. Cascadia pays a prorated portion of the dental coverage based on FTE.

Health Coverage: Current health insurers are Kaiser HMO and Kaiser Added Choice. Current dental insurers are Kaiser and Standard. Medical and dental benefits will begin on the first of the month after a 60 day waiting period. The waiting period will start on the first of the month following date of hire or eligibility.

Spouse/Dependent/Domestic Partner Coverage: Spouse, partner and dependent medical and dental insurance is available as an optional benefit through the cafeteria plan. The employee is responsible for designating funds from his/her salary necessary to purchase this benefit over and above the amount designated by Cascadia for the employee's benefits.

Time Off / Leave Time

Paid Time Off: Accrual for PTO begins at the beginning of the month following the date of hire. For the first 2 years of employment 17.67 hours/month are accrued. From 2-5 yrs 20.33 hours/month, from 5-10 years 23 hours/month and for 10 years and above 25 hours/month. PTO caps off at 120 hours on your anniversary date. Any PTO accrued over this amount may be rolled over into your Extended Illness account on your anniversary date. Paid time off (PTO) is a combination of vacation time, sick days and holidays.

Extended Illness Account: Hours can be added to this account on the employee's anniversary date by rolling over PTO accrual over the 120 hour cap. Hours are accessible for leaves that qualify under FMLA/OFLA if the employee is off for more than 3 consecutive days. The Extended Illness Account will cap out at 520 hours.

Holidays Observed: Cascadia observes 8 holidays: New Years, Martin Luther King, Presidents, Memorial, July 4th, Labor, Thanksgiving and Christmas.

Bereavement/Funeral Leave: Employees receive 4 paid consecutive workdays off for the death of an immediate relative. This is paid leave, separate from PTO.

Jury Duty Leave: Up to 10 days paid leave for employees required to serve on jury.

Life and Disability Insurance

Group Disability Insurance: Long term disability insurance is provided to employees working .5 FTE or greater. It is employer paid and pays 60% after 90 days. Employee is eligible the 1st of the month following six months of employment.

Group Life Insurance: Coverage is provided in the amount of one year's salary (up to \$100,000). Employee is eligible after completion of 6-months of employment.

Group Accidental Death and Dismemberment Insurance: Coverage is provided through the group life insurance policy with a maximum benefit of one year's salary or up to \$100,000. Employee is eligible the first of the month following six months of employment.

Retirement

The 403(b) retirement plan is offered through The Standard. After an employee has been employed and benefit eligible for one year, Cascadia will match 3%. There is no waiting period for enrollment.

Other Benefits:

- **Training:** Training funds are not available at this time. There is free access to Cascadia's in-house trainings.
- **Employee Assistance Program (EAP)** – EAP services are available to all employees and their family members. Counseling and other services are available at no cost to the employee.
- **Bicycle Reimbursement Benefit** – A \$20 per month (tax-free) reimbursement is available if an employee regularly uses a bicycle for a substantial portion of travel between residence and place of employment.
- **Fitness Club Discounts** – Cascadia offers discounted memberships for LA Fitness, 24 Hour Fitness and Bally Total Fitness. Please contact Human Resources for more information.
- **Costco** – Employees are eligible for membership with Costco.