

2022 Benefit Overview-YMCA of Greater Fort Wayne

BENEFIT	Active Full Time Employees who work 40 hours or more per week (unless grandfathered in under previous policy)																					
Career Development and Training	Eligible Staff Associates and Directors are expected to participate in the National YMCA Career Development Program or an approved equivalent. 100% reimbursement for approved tuition, room and board, and travel. For workshops, seminars and conferences, 100% of all authorized expenses including travel, housing, meals and registrations.																					
Recognition Program	The recognition of employees after at each five year interval thereafter.																					
Employee Assistance Program	Counseling, Legal services, financial services and work-life services available anonymously at no cost to the employee. Call 800-980-6921 or www.liveandworkwell.com Access Code: 9622.																					
Life Insurance (eligible first of the month following FT hire date)	Basic Life/AD&D insurance coverage \$10,000 at no cost to the employee if requirements met. Dependent Life Benefit coverage at no cost to the employee: Spouse \$5,000, Children \$2000 (15 days to 6 months -\$100 benefit). Benefit is reduced over age 65 according to insurer guidelines.																					
Long Term Disability (eligible first of the month following FT hire date)	Long Term Disability Benefits are equal to 60% of the insured individual's monthly earnings up to a Maximum Benefit of \$6000 at no cost to the employee. Employee only coverage. 90 Day Elimination Period.																					
Medical, Dental, and Vision Coverage (eligible the first day of the month following date of FT hire or date of status change with enrollment form completed within 31 days of such date)	PHP Offers two medical plans to choose from - both are High Deductible Plans but offer different deductibles and co-insurances.																					
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Benefits are Biweekly Deductions and taken the first 2 pays per month on a pre-tax basis for 24 pays per year.																						
Health Savings Account (HSA)	If electing Health Coverage with the YMCA, the YMCA will contribute \$50/pay for 24 pays for Employee Only coverage and \$100/pay for 24 pays for Employee/Children or Family coverage.																					
Employee Wellness Plan	Once enrolled in the YMCA's Group Health Plan, Employees may chose to participate in the Employer Sponsored Wellness Plan for additional contributions into their HSA account. Activity participation level dictates contribution amount. Any full time employee that exercises 600+ minutes per month will receive a \$25 HSA contribution and any full time employee that exercises 300-599 minutes per month will receive a \$10 HSA contribution. All employees (full-time and part-time) may participate in the annual prize drawing and prizes based on participation both in and outside of the YMCA.																					
Retirement Fund (401a)	Eligibility for the 401a defined contribution retirement plan: 21 years old, minimum of 1,000 hours in each of any 2 (anniversary) years of YMCA employment. Once eligible, employee is enrolled with immediate vesting. Contribution is based on salary - 12% contribution is paid by the YMCA, once vested.																					
Retirement Fund (403B) Savings Account	All active employees may participate in 403B Savings Account for additional contribution into the YMCA Retirement Fund . This is set up as pre-tax salary deduction from payroll.																					
Funeral Days	Maximum of 5 days granted for time off with pay to FT Employees to attend the funeral of an immediate family member (mother, father, sister, brother, child, grandchild, grandparent, in-laws, husband/wife)																					
Sick Days	New Full-Time receive 1 sick day at FT hire. Accrued at rate of 1 day per month worked, up to a maximum accumulation of sixty work days can be carried over. Sick leave may be used for short term disability, non-occupational illness, accident, or pregnancy at 100% compensation.																					

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<p>Vacation Days</p>	<p>First year vacation is pro-rated. The vacation year runs January 1st through December 31st.</p> <p>Employees will be granted vacation during their first year of employment based on the schedule below:</p> <table border="1" data-bbox="485 196 2011 581"> <thead> <tr> <th colspan="2">Month Hired - Days of Vacation</th> </tr> </thead> <tbody> <tr><td>January</td><td>10 days</td></tr> <tr><td>February</td><td>10 days</td></tr> <tr><td>March</td><td>9 days</td></tr> <tr><td>April</td><td>8 days</td></tr> <tr><td>May</td><td>7 days</td></tr> <tr><td>June</td><td>6 days</td></tr> <tr><td>July</td><td>5 days</td></tr> <tr><td>August</td><td>4 days</td></tr> <tr><td>September</td><td>3 days</td></tr> <tr><td>October</td><td>3 days</td></tr> <tr><td>November</td><td>2 days</td></tr> <tr><td>December</td><td>1 day</td></tr> </tbody> </table> <p>Vacation for ongoing employees is accrued each year on January 1 based on years of FT service on 12/31, for the next calendar year. Vacation days must be approved manager. Vacation days may not be carried over into another calendar year. Vacation accruals based on FT Y Service: 1 - 4 years = 10 Days, 5 - 9 years = 15 days, 10-14 years = 20 Days, 15 or more years = 25 Days</p>	Month Hired - Days of Vacation		January	10 days	February	10 days	March	9 days	April	8 days	May	7 days	June	6 days	July	5 days	August	4 days	September	3 days	October	3 days	November	2 days	December	1 day
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<p>Holidays</p>	<p>Granted 11 holidays: New Years, MLK Jr., Good Fri., Memorial, Independence, Labor, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve</p> <p>(When a full day holiday falls on a Saturday or Sunday, employees must schedule their holiday within the week the holiday falls or within the week immediately following. The day which the holiday is scheduled must be approved by the employees supervisor.</p>																										
<p>Personal Days</p>	<p>After 3 months of full-time service, employees receive 4 personal days per calendar year. Unused time may not be carried into the next calendar year.</p>																										
<p>Sabbatical Leave</p>	<p>The purpose of sabbatical leave is to provide professional renewal for eligible full time staff. A sabbatical leave should provide participants with a significant opportunity for new or renewed achievement and growth through activities such as study, research, writing, creative work and travel, so that their professional effectiveness may be enhanced. As part of the YMCA's benefits, sabbatical leave is available for full time staff to apply for after completing seven (7) years of continuous service and is repeatable at 7 year increments. More information is available on the application process, sabbatical leave review procedure, and sabbatical leave expectations.</p>																										
<p>YMCA Membership Opportunities</p>	<p>Full-time employees receive complimentary usage of facilities with full privileges including health center for themselves and their IRS defined dependents. Participation in programs for the employee and dependents is at no cost unless the program is being conducted by an independent contractor or it is an individualized service like personal training or swim lessons, then the employee pays the cost incurred by the YMCA. Each Branch Executive Director may limit the number of employee or employee family spots available in programs. Early Learning, Day Camps, and Childcare are up to 50% off. Resident Camp is up to 40% off.</p> <p>Part-time employees who are actively working receive complimentary usage of facilities for themselves. If they choose to add membership defined family members, they may do so for a small fee. Part-time employees may participate in programs at a discounted rate of 50% of the member rate unless the program is being conducted by an independent contractor or an individualized services like personal training or swim lessons, then the employee pays the cost incurred by the YMCA. The Branch Executive Director at each branch may limit the number of employee or employee family spots available in programs. Early Learning, Day Camps, and Childcare are up to 50% off. Resident Camp is up to 40% off.</p>																										
<p>Reimbursement (submitted through Accounts Payable for reimbursement)</p>	<p>Cell Phone Reimbursement:</p> <p>Executives -The Lesser of \$85/month or amount of service plus up to \$45/month for the data package.</p> <p>Management - Limited # of Program Directors, Membership Directors or designated as eligible may be eligible for reimbursement pending approval from the Executive Director. All others approved by CEO, COO or CFO. Reimbursement is \$45/month.</p> <p>Mileage Reimbursement:</p> <p>Business-related required vehicle travel will be reimbursed at a rate of 58.5 cents/mile approved by the Executive or designate.</p> <p style="text-align: right;">Effective 4/22</p>																										

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