

## Source2 Employee Benefits - Your Benefits Are Different Than our Client's Employees.

### Lunch and Break Periods

Lunch periods are scheduled in a manner to best meet the needs of the work unit and the needs of the public. The exact time you are to take your lunch period will be determined by your supervisor. Lunch time typically may not be accumulated for use at a later time but may be done under occasional special circumstances with permission from the Division Director. Please discuss this with your immediate supervisor. Under no circumstances, however, may lunch time be accumulated for use beyond the same work week.

All departments throughout the County are authorized to extend the *privilege* of 15 minute break periods to employees. The hours and times for breaks may vary at different work sites and are left to the discretion of the Division/Department Director or supervisor. A break is a privilege; therefore, if there is any abuse, the privilege can be taken away. There are times when it will be impossible to take time from your busy work schedule to have a break; however, break time cannot be accumulated for use at another time.

### Time Away From Work

The following guidelines apply:

- Entire day - you must claim 8 hours total (or your regularly scheduled hours) of vacation, personal time, or sick time accruals. A vacation/time off request must be submitted and approved ahead of time.
- Partial day (4 hours or more) - you must claim enough hours to meet your regular schedule of 8 hours (or your regularly scheduled hours) in hourly increments only. A vacation/time off request must be submitted and approved ahead of time.
- Partial day (less than 4 hours) - you must get this approved ahead of time. You may be eligible to make up those hours on another day during the same week only with prior approval from your team leader/supervisor.

### Paid Time Off (PTO)

Source2 offers PTO to eligible employees and expects employees to take full advantage of this benefit. Periodic vacations from work improve an employee's health and efficiency, and therefore, benefit both the employee and Source2. Accordingly, Source2 provides PTO for full-time and part-time employees. Management will determine and approve priority in scheduling PTO. Management may consider seniority as a factor in determining PTO scheduling priority.

After 520 hours of employment, employee will start to earn PTO at the rate of 8 hours for every 340 hours worked thereafter. If an employee does not work at least 520 hours, no PTO will be paid to the employee. Use of PTO must be coordinated with Client. Vacation accruals do not carry over from year to year, nor will payment be made in lieu thereof. PTO will be paid at the rate at which you are currently working.

Employees who terminate employment because of any of the following reasons are eligible for payment of accrued vacation earned upon termination:

- Resignation, provided a minimum notice of ten (10) working days is given. Employees who give proper notice with resignation but are instructed by management not to work out the two weeks' notice will be paid for any accrued but unused vacation.

- Elimination of position.

Employees who terminate employment because of any of the following reasons are not eligible for payment of accrued vacation earned upon termination:

- Resignation, if a minimum notice of ten (10) working days is not given.
- Discharge for a policy violation or due to performance.

Employees on leave of absence, other than a military leave of absence, are required to use all accrued paid vacation time as part of the leave of absence, as specified in the Leave of Absence policy.

## Holidays

After 90 days of employment with Source2, employees are eligible for paid holidays. Employees will be compensated for holiday pay based on the hours they are regularly scheduled to work on the day the holiday is observed.

Source2 normally observes the following six holidays:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

County employees are provided with 10 paid holidays. In addition to the holidays listed above, Martin Luther King Day, Veterans Day, Friday following Thanksgiving Day and Christmas Eve are observed by the County. As a Source2 employee, you are eligible to use any available PTO for these four additional holidays. If no PTO is available, you will not be compensated for these four holidays.

## Additional Benefits

At the time of employee sign up your Source2 Program Manager will present you with a benefit book. It will outline everything you will need to sign up for benefits, including cost, plan explanations and how to apply. The current options are mail, internet or fax. The website [www.source2.com](http://www.source2.com) provides additional information. If you have questions please contact a Frank Crum Benefits Specialist at 1-800-393-0815 x 1660

You must regularly work a minimum of 32 hours per week to qualify for benefits. If so, you are eligible for the following benefits on the first day of the month following completion of 30-day waiting period. You have a 30-day window during which you can enroll for insurance benefits. ***If you miss the 30-day deadline you will have to wait for the yearly open enrollment in January.***

## Health Insurance

- Aetna Healthcare Coverage- Medical
- Source2 contributes \$150.00 to the plan and coverage level of your choice

### **Dental Insurance**

- Dental- MetLife Dental
- Discounted schedule of benefits available to all enrolled employees
- Most preventative treatment is covered in full

### **Vision Insurance**

- VSP Vision Plan
- Eye exams covered once every 12 months
- \$120 credit towards eyeglass frames once every 24 months
- Eyeglass lenses or contacts covered once every 12 months.

### **Voluntary Life Insurance & Short/ Long Term Disability**

- See your Program Manager for rates

### **Flexible Spending Account**

- Money set aside pre-tax for medical, dental and vision expenses
- Dependent care account for childcare expenses

### **AFLAC Supplemental Insurance**

- Available for all Source2 employees. Please see your Program Manager on site.

### **Employee Assistance Program**

- Crisis counseling plus legal and financial referrals
- Personal assistant to help with work/life balance, including vendor referrals and event planning.
- Please contact your Program Manager on site

### **Payroll Assistance**

For questions or concerns please email: Vanessa Espinosa @ [vespinosa@Source2.com](mailto:vespinosa@Source2.com) or your Program Manager, Michelle Diodato @ [mdiodato@Source2.com](mailto:mdiodato@Source2.com)

### **Direct Deposit**

- Direct deposit of paycheck into employee' paycheck into bank account
- Ability to deposit in up to three difference accounts

### **Worker's Compensation**

Source2 provides a comprehensive workers' compensation insurance program. This program covers injuries and illnesses sustained in the course of work that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers' compensation insurance may provide other benefits. Work related injuries must be reported immediately by the injured party to his/her worksite supervisor and Source2 Program Manager to avoid a possible loss of benefits.

To help ensure a safe and healthful work environment, employees who are injured on the job may be required to provide body substance samples (such as blood and/or urine) to determine the illicit or illegal use of drugs or alcohol. A positive test result or refusal to submit to drug testing may result in disciplinary action up to and including termination of employment and may result in

a loss of a portion of your workers' compensation benefits as allowable under applicable state law.

Neither Source2 nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during a member's voluntary participation of any off-duty recreational, social, or athletic activity sponsored by Source2 or our client.

## **Family and Medical Leave of Absence**

The Federal Family and Medical Leave Act (FMLA) allows employees to take an unpaid leave of absence up to a maximum of twelve (12) weeks in connection with the birth of an employee's child, placement of a child with an employee for adoption or foster care, or a serious health condition of an employee or an employee's immediate family member (child, spouse or parent). In order for Source2 to determine your eligibility to FMLA leave, you must make a specific request for such leave. The criteria you must meet to qualify for FMLA leave are as follows:

- You must have been employed by Source2 for at least twelve (12) months and have worked at least 1,230 hours in the preceding twelve (12) months.
- You must submit appropriate documentation supporting your own serious health condition and the length of such condition (from a physician or practitioner), or documentation supporting your immediate family member's own serious health condition, and the length of such condition (from a physician or practitioner), or documentation supporting the adoption or foster placement of a child.

FMLA leaves are granted for a maximum of twelve (12) weeks in a rolling twelve (12) month period. (In the case of your own or a family member's serious health condition, leaves are granted for the length of disability only). If both spouses are employed by Source2 and both are requesting FMLA leave in the connection with the birth of a child, or placement of a child for adoption or foster care, the allowable duration of the leave may be reduced.

## **Military Leave of Absence**

An unpaid Military Leave of Absence will be granted to Source2 employees to attend scheduled drills or training, or if called to temporary active duty with the U.S. armed services. However, employees may use any available paid time off for the absence. Subject to the terms, conditions and limitation of the applicable plans for which the employee will be provided by Source2 for the full term of the military leave of absence. Paid Time Off benefits will not accrue during a military leave of absence. Employees on active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Upon completion of military service every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, if applicable.

## **Jury Duty**

An employee who is called for jury duty shall be granted leave without pay upon presentation of the summons. You also have the option of utilizing your accrued/earned PTO.

## **Funeral Leave**

Leave without pay will be granted for employees upon the death of a member of the employee's immediate family (defined as spouse, parent, child, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law of either employee or employee's spouse). You also have the option of utilizing your accrued/earned PTO.