

## ECONOMIC BENEFITS AND INSURANCE

Road2Home shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by Road2Home. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Executive Director will determine levels of deductibility and co-payments for all insurance-related benefits annually.

### A. Health/Life Insurance

Road2Home currently provides individual health and dental insurance benefits for eligible full-time employees except those who are insured through their spouse, retired military, or other plans, beginning after the first full month of employment. Eligible employees may elect to participate in an available health plan offered by Road2Home. Road2Home presently pays 60% of the individual insurance premium for all eligible employees. The remaining 40% of the individual premium is paid at the employee's expense. This is subject to change in the future. Information about Road2Home's health plan(s) will be provided to the employee at the time of employment.

### B. Social Security/Medicare/Medicaid

Road2Home participates in the provisions of the Social Security, Medicare, and Medicaid programs. Employees' contributions are deducted from each paycheck, and Road2Home contributes at the applicable wage base as established by federal law.

### C. Workers' Compensation and Unemployment

Insurance Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Road2Home, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Road2Home.

### D. Retirement Plan

Road2Home does not currently provide a retirement plan benefit at this time. This is subject to change in the future.

## LEAVE BENEFITS AND OTHER WORK POLICIES

All leave benefits and paid time off will be allocated based on each employee's FTE (Full Time Employment). See below for specific allocation thresholds (these differ from section 8):

- An employee working 40 hours per week will receive 100% of the available benefits.
- An employee working 24-32 hours per week will receive 75% of the available benefits.
- An employee working 16-24 hours per week will receive 50% of the available benefits.
- An employee working 0-16 hours per week will receive 25% of the available benefits.

## A. Holidays

Holidays will be paid only when worked, at 1.5 times the employees' hourly wages, and only when an employee works for a program that provides 24/7 services by Road2Home employees. All other program employees will have each holiday off and return to work on their next scheduled shift after the holiday has passed. Federally "observed" holiday dates will not be recognized when the date does not fall on the actual holiday. The following holidays that are paid when worked include;

*New Year's Day*

*Labor Day*

*Martin Luther King Jr. Day*

*Veterans Day*

*President's Day*

*Thanksgiving Day*

*Memorial Day*

*Christmas Day*

*Independence Day*

*Juneteenth National Independence Day*

*Indigenous People's Day*

## B. Vacation

All permanent employees will have immediate access to their vacation time upon hire and accrue vacation hours at the rate corresponding to their employment status and length of employment with Road2Home. Temporary employees are ineligible for vacation benefits. Vacation is accrued and re-set annually on January 1 each year. The remaining vacation time not used from the previous year does not roll over.

Employees working 40 hours per week will receive two weeks (10 business days) of paid vacation during their first year of employment and three weeks (15 business days) after two years, increasing each year with one-week increments until a maximum of six weeks has been accrued.

Vacation benefits are prorated accordingly for employees working less than 40 hours. Use of vacation is subject to approval by the supervisor and Executive Director and must be requested in hourly increments, in writing, with 30 days' notice, which will then be documented in a company-wide PTO calendar.

Employees are expected to use vacation benefits in the fiscal year in which vacation is earned. Employees may not accrue more than the maximum leave they are allowed. Once employees reach their annual ceiling, they cease to accrue any additional vacation benefits.

## C. Sick Leave

Sick leave benefits accrue at one hour for every 40 hours worked each calendar year. All employees, despite employment status, will accrue sick leave, which is available to them immediately upon accrual. Use of sick leave is subject to approval by the supervisor and the Executive Director and must be requested in hourly increments.

Unused sick leave can accumulate from year to year. No sick leave benefits are paid to the employee upon the separation of employment from Road2Home for any reason. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation may be required. Road2Home may also recommend that the employee applies for state disability insurance (SDI).

## **C1. Mental Health Days**

All permanent employees will have immediate access to mental health days upon hire, which will be re-set annually on January 1 each year. Only one mental health day can be used per month, and the remaining time not used from the previous year does not roll over. Temporary employees are ineligible for mental health days.

Employees working 40 hours per week will receive one mental health day per month with an annual total of 12 paid mental health days. Mental health days are prorated accordingly for employees working less than 40 hours per week. Use of mental health days are at the employee's discretion and should be reflected on the timesheet under the appropriate time off category for the pay period in which the leave was taken.

## **C2. Medical Leave**

All permanent employees will have immediate access to paid medical leave upon hire, which will be re-set annually on January 1 each year. Only three medical leave days can be used consecutively, and the remaining time not used from the previous year does not roll over. Temporary employees are ineligible for medical leave days. In the event of an outbreak, if an employee has documented evidence of positive test results for Covid-19, Monkeypox or other infections, then more medical days may be used to the extent they are needed.

Employees working 40 hours per week will receive an annual total of 10 paid medical leave days. Medical leave days are prorated accordingly for employees working less than 40 hours per week. The use of medical leave days are at the employee's discretion and should be reflected on the timesheet under the appropriate time off category for the pay period in which the leave was taken. Medical leave can be used for, but not limited to: Physical or mental health conditions, including chronic health and reproductive/menstruation-related conditions, medical or dental appointments, illness or injury, and Washington's Domestic Violence Leave Act qualified time off.

## **D. Birthday Pay**

All permanent and temporary employees will receive 8 hours of additional paid time, not overtime-eligible, on their timesheet in the pay period in which their birthday falls. If an employee's birthday is in a leap year, they will use the last day of the month in which their birthday falls as a replacement for their actual day of birth. It is the responsibility of the employee to enter 8 hours of Birthday Pay time on their timesheet. If the employee's birthday falls on a working day, select a weekend day immediately before or after, within the pay period, to enter the time.

## **E. Health Insurance**

All employees regularly working 32 or more hours per week are eligible for health insurance, dental, and vision coverage with 60% employee-sponsored premiums.