



HEALTH INSURANCE:

Hill Country Mental Health & Developmental Disabilities Centers is a partially self-insured organization, administered by Blue Cross Blue Shield of Texas. Hill Country MHDDC offers health insurance to its employees who are classified as 75% (30 hours per week) or more. Hill Country MHDDC pays a portion of employee's health insurance. The plan is a Preferred Provider Organization (PPO) using the Blue Cross Blue Shield network. Health insurance can be purchased at a reduced cost for immediate family.

DENTAL INSURANCE,

Plans are made available through Aetna Insurance Company. Employees may choose a PPO plan or a DHMO plan. Dental coverage is available to employees who work 40% (16 hours per week) or more and may also be purchased for immediate family. Employees are responsible for 100% of dental

SHORT AND LONG TERM DISABILITY

These plans are made available through Reliance Standard Insurance Company. This coverage is available to employees who work 40% (16 hours per week) or more and may also be purchased for immediate family. Employees are responsible for 100% of dental, short- and long-term disability insurance.

VISION INSURANCE

Hill Country MHDDC offers vision insurance through Humana to employees who work 40% (16 hours per week) or more and may also be purchased for immediate family. Employees are responsible for 100% of vision insurance.

LIFE INSURANCE

Hill Country MHDDC C provides a \$10,000.00 life insurance policy for employees **at no cost** to the employee. Employees may elect additional coverage for themselves and/or their immediate family at their own expense.

RETIREMENT INVESTMENT ACCOUNTS

Hill Country MHDDC offers two retirement plans for employees. Both plans are pre-taxed and are administered by the ISC Group. The 403(b) plan may be started in the first month of employment for any employee. The 457 plan is available for employees after one year of employment.

Hill Country MHDDC will provide matching funds in the 457 tax deferred retirement plan up to 6% for employees who have been with company for one year are classified as 75% or more. An employee is allowed to contribute the maximum amount allowable by the IRS to their retirement account each year.

- Participation is not mandatory. Election allocations and contribution can be increased or changed on a quarterly basis. In addition, contributions may be lowered at any time.
- Funds may not be borrowed against or withdrawn until retirement or termination of employment.
- Both retirement plans are subject to administration fees.



OPTIONAL CRITICAL ILLNESS AND ACCIDENT PLANS

Plans are available through Employee Benefits and Communications Company (AFLAC) to employees who are classified as 40% (16 hours per week) or more. Plans are available for immediate family members. Employees are responsible for 100% premium.

VACATION LEAVE

Once an employee has completed six (6) months or more of continuous employment, that employee is eligible to take vacation leave as it is earned.

Full-Time Employment with Total Employment of:	Hours Per Month
0 up to 2 years	7
2 up to 5 years	8
5 up to 10 years	9
10 up to 15 years	10
15 up to 20 years	12
20 years and over	14

Vacation leave accrues at the rate of the annual hourly amount divided by the number of pay periods per year, 26 for bi-weekly and 12 for monthly.

Part-Time employees accrue vacation leave in proportion to the hours accrued for full-time employment. *Example: a .75 FTE employee with more than two (2) but less than five (5) years of service will accrue 6.00 hours of vacation leave per month. [96/12 = 8 (x .75) = 6.00 hours]*

DISCRETIONARY LEAVE

Hill Country MHDD Centers gives new employees a discretionary leave bank of 40 hours, or a prorated amount at the beginning of each fiscal year for the **first two (2) fiscal years of employment only**, provided the employee is not PRN or on leave without pay. New employees will receive a pro rata portion of the respective discretionary leave, based upon the months remaining in the fiscal year following their start date, and this portion counts as the first fiscal year of employment.

SICK LEAVE

An employee is entitled to take sick leave when that employee has accrued sick leave time, and

- Is actually ill;
- Is temporarily disabled;
- Is needed to care for and assist an immediate family member who is actually ill or temporarily disabled and who requires such care and assistance; or
- Is needed to provide care and assistance for the employee’s spouse, child or parent who does not reside in the employee’s household and who has a documented medical condition. (The use of sick leave is strictly limited to the time necessary to provide care and assistance needed by the spouse, child or parent as a direct result of his/her documented medical condition)



Accrual – an employee who is in pay status will accrue sick leave benefits at the following rate:

Full-Time Eight (8) hours per month

Part-Time At the same ratio as hours worked compared to a full-time employee

PRN Not eligible