

Family & Children Services  
*A Source of Hope*

2010  
Employee Benefits Summary  
**TYPE C\***

**\*Individuals employed in the Respite Program as Direct Care Staff or Lead Direct Care Staff & On-call or Temporary Employees, regardless of hours workers.**

These are some of the benefits Family & Children Services provides **eligible Type C**– list is not inclusive:

**AGENCY PLAN BENEFITS:**

- 401k – Retirement Plan
- Employee Assistance Program (EAP)
- Direct Deposit
- Credit Union Membership

**ADDITIONAL BENEFITS:**

- Professional Liability Insurance

## **401k – Retirement**

---

Once an employee has been employed for one full-year (min 1000 hours worked), the employee is eligible to be enrolled in the employer portion of the 401k plan on July 1 or January 1 (whichever date comes first). Once enrolled, provided the employee has satisfied the 1000 minimum hours agreement and is actively employed on December 31, the agency will contribute a lump sum of 3% of the employee's gross wages for the year. *[For each year that an employee works a minimum of 1000 hours, the employee is credited with 1 year of vesting. Vesting is on a **six-year** schedule beginning with 20% vesting after year 3 and continuing to 100% vesting after year **six (6)**.]* Employees are eligible to contribute pre-tax dollars from their own paycheck effective at date of hire. A Summary Plan Description is available from Human Resources.

## **Employee Assistance Plan [EAP]**

---

The Agency recognizes that problems at home or of a personal nature can have a detrimental impact on the employee's well-being while at work. It is also recognized that most personal problems can be dealt with successfully when identified and treated early. The EAP provides support for a broad range of areas including emotional/behavioral problems, relationship issues, alcohol and other drug-related dependency, financial troubles, legal assistance, eldercare and childcare concerns, and many others.

All communication with the EAP remains confidential. Employees may voluntarily seek assistance from the EAP at any time, or they may be referred by management if it appears that personal problems are interfering with client or employee safety, or the employee's general performance.

## **Direct Deposit**

---

Employee paychecks can be direct deposited as directed by the employee. Employees can allocate earnings to up to two financial institutions and four separate accounts. A free checking account at National City Bank is also available to any employee.

## **Credit Union Services**

---

Employees of the agency are eligible for Credit Union Services at either Consumers Credit Union in the Kalamazoo area or Omni Credit Union in Battle Creek.

## **Professional Liability Insurance**

---

The Agency will provide professional liability insurance for all employees, direct service volunteers and members of the Agency's Board of Directors.

**Please refer to Human Resources, should you have any questions about a specific coverage.**