



Southeastern California Conference

Hour-Time Employees Outline of Benefits (non-education)

The following is a very general outline of non-exempt employee benefits. Some benefits may vary according to employment status. Refer to the Employee Handbook or contact

BENEFITS	DEFINITIONS	ELIGIBILITY	AVAILABLE	PAID BY																
LEAVE/TIME OFF																				
Paid Leave Bank	Bank for hourly paid employees that accumulates hours for vacation, holidays, personal business, and short term illness.	Half time or more	Immediately	Employer																
Vacation	<table><tr><td>Years of Service</td><td>Vacation Time/yr</td><td>Accrual Rate/hr</td><td>*Maximum Accrual</td></tr><tr><td>0-4 years</td><td>76 hours</td><td>.109615</td><td>285</td></tr><tr><td>5-9 years</td><td>114 hours</td><td>.128846</td><td>323</td></tr><tr><td>10 + years</td><td>152 hours</td><td>.148077</td><td>361</td></tr></table> <p>(Part of Paid Leave Bank) * The maximum accrual includes 76 hours of carry-over</p>	Years of Service	Vacation Time/yr	Accrual Rate/hr	*Maximum Accrual	0-4 years	76 hours	.109615	285	5-9 years	114 hours	.128846	323	10 + years	152 hours	.148077	361	Half time or more	Immediately	Employer
Years of Service	Vacation Time/yr	Accrual Rate/hr	*Maximum Accrual																	
0-4 years	76 hours	.109615	285																	
5-9 years	114 hours	.128846	323																	
10 + years	152 hours	.148077	361																	
Holidays	Nine scheduled days. (Part of Paid Leave Bank)	Half time or more	As accrued	Employer																
Personal Business Day	One personal day off with pay each year. (Part of Paid Leave bank)	Half time or more	As accrued	Employer																
Extended Sick Leave Bank	Bank accumulates hours for extended illness.	Half time or more	As accrued	Employer																
Family Care & Medical Leave	Up to 12 weeks (unpaid) for the birth/adoption of child, care of sick child, spouse, parent or personal illness. Protects like position and medical. Up to 1/2 yearly sick leave accrual may be used. Vacation time required.	Half time or more	(have worked 1,250 hours)	Employer																
Funeral Leave	Three days off with pay in the event of death in the immediate family.	Half time or more	Immediately	Employer																
Jury Duty	Up to 10 days if called to serve.	Half time or more	Immediately	Employer																
MEDICAL																				
Medical/Mental/Prescription	Employees have an option to join UnitedHealthcare or Kaiser. Dependents up to age 26	Full time	Immediately	Employer																
Vision Coverage (HCAP)	Examinations, prescription eye glasses and contacts. Dependents up to age 24	Full time	Immediately	Employer																
Dental Coverage (Delta Dental)	Covers basic, preventive and some orthodontia. Dependents up to age 24	Full time	Immediately	Employer																
Chiropractic (AHSN)	Up to 30 visits per year. Dependents up to age 24	Full time	Immediately	Employer																
EDUCATION BENEFITS																				
Dependent Tuition	Eligible for 35% tuition discount in SECC K-12 school.	Full time	Immediately	Employer																
GOVERNMENT MANDATED																				
Workers' Compensation	Medical benefits & income provided during work related illness or injury. Must be reported.	All employees	Immediately	Employer																

BENEFITS	DEFINITIONS	ELIGIBILITY	AVAILABLE	PAID BY
GOVERNMENT MANDATED - continued				
Social Security	Deductions are paid into the United States Social Security Administration. Licensed ministers upon request.	All employees	Immediately	Employer/ Employee
RETIREMENT				
Retirement Plan	1) Defined Benefit Plan. Vesting 10 years full-time service credit.	Employed prior to 2000	age 59 1/2 or normal retirement	Employer
Retirement Plan	2) Defined Contribution Plan. Vesting 3 years full-time employment. or normal retirement	Half time or more	age 59 1/2 Employee	Employer/
Tax Sheltered Annuity	Savings set aside for retirement by pre-tax deduction.	Half time or more	Immediately	Employee
FINANCIAL/INSURANCES				
Short Term Disability (STD)	AFLAC - Income provided after third day of illness or injury. Purchased through payroll deduction	Half time or more	Immediately	Employee
Long Term Disability (LTD)	HARTFORD LIFE- Income provided during extended period of illness or injury. 90 day elimination period.	Three quarter time or more	After 90 days	Employer
Survivors Benefits	HARTFORD LIFE - \$100,000 or \$50,000 employee, \$50,000 or \$2,000 spouse, \$10,000 or \$2000 children in the event of death.	Full time	Immediately	Employer
Life Insurance	HARTFORD LIFE - a voluntary supplemental life insurance available through payroll deduction.	Half time or more	Immediately	Employee
Accident Insurance	HARTFORD LIFE - a voluntary accidental death and dismemberment insurance through payroll deduction.	Half time or more	Immediately	Employee
Supplemental Insurance	AFLAC - a voluntary supplemental insurance in areas such as cancer coverage, hospital intensive care, short term disability and flexible spending account. Purchased through payroll deduction	Half time or more	Immediately	Employee
Flex One	Flexible spending account for dependent care and unreimbursed medical on pre-tax basis. Purchased through payroll deduction.	All employees	Immediately	Employee
Credit Union	Membership to La Loma Federal Employees Credit Union	All employees	Immediately	Employee
Pre-Paid Legal	Provides limited legal services on a pre-paid basis. Purchased through payroll deduction.	All employees	Immediately	Employee
Discount Tickets	Information for discounts to many Southern California attractions	All employees	Immediately	Employer