

Reach Dane Employee Benefits

Health Insurance

Employees working at least 20 hours or more are eligible for health insurance. Health insurance begins the first of the month following 30 days of employment.

Reach Dane will pay 75% of the monthly premiums of either the single or family plan and the employee pays 25% of either the single or family plan through payroll deduction.

Dental Insurance

Employees working at least 20 hours are eligible for dental insurance. The Agency will pay 50% of either the single or family plan and the employee pays 50% of either the single or family plan through payroll deduction. Dental insurance begins the first of the month following 30 days of employment.



Vision Insurance

Employees working at least 20 hours are eligible for vision insurance. Vision insurance is paid for by the employee, however premium deductions for single or family plans are taken pre-tax. Vision insurance begins the first of the month following 30 days of employment.

Life Insurance

The first of the month following 30 days of employment, employees working 20 hours or more per week are automatically enrolled in a term life insurance policy equal to one and one-half times the employee's annual salary. REACH DANE pays the entire premium.

Long-Term Disability

The first of the month following 30 days of employment, employees working 20 hours or more per week are covered by long-term disability insurance up to two-thirds of the employee's salary after 90 day elimination period. REACH DANE pays the entire premium.

Flexible Spending Accounts

Employees can enhance their benefits by participating in Flexible Spending Accounts.



◆ Dependent Care

Employees regularly working 20 hours or more per week, with qualified dependent care expenses, are eligible to enroll in a dependent care spending account plan effective immediately upon employment. Predetermined costs will be deducted from your paycheck before taxes (pre-tax dollars).

◆ Health Care Expenditures

Employees regularly working 20 hours or more per week, with qualified health care expenses, are eligible to enroll in a health care flexible spending account plan effective the first of the month following 30 days of employment. Predetermined costs will be deducted from your paycheck before taxes (pre-tax dollars).

Retirement Plans (Retirement Annuity)

Employees working 20 hours or more a week can participate in REACH DANE's Retirement Plan. Upon completion of two years of service (a year of service is defined as working at least 1,000 hours in a 12 month period), employees will be eligible for employer matching. In order to be eligible for the match, employees are required to contribute at least 1% of their gross earnings and the Agency will contribute 5%.

Worker's Compensation Insurance

Reach Dane provides a comprehensive workers' compensation insurance program. If injured at work, Worker's Compensation insurance will pay lost wages and medical expenses per mandatory state parameters. If injured at work please contact your supervisors to fill out an incident report.

Employee Assistance Program

Our Employee Assistance Program (EAP) is available to help employees and their family members to resolve personal problems. Our EAP provides a **free and confidential 24 hour helpline**, to assist employees during difficult times. This helpline is staffed with qualified counselors to discuss situations by telephone, or by scheduling an appointment for an individual session.



Full Year Holidays

New Year's Eve
New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day



Part Year Holidays*

Martin Luther King Jr. Day
President's Day
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving



*Part Year staff are only paid for holidays when program is in session.

Sick Leave

Employees that work 20 hours or more shall accrue sick leave on a payroll by payroll basis. For each hours paid, employees will earn .046 hours of sick leave. An employee may accrue up to 480 hours or sixty (60) days of sick leave for use during periods which qualify for state or federal FMLA leave.

Personal Time

After employment with REACH DANE for one full year, Employees shall be eligible for one and a half paid personal days per year. This time must be taken within twelve months of being earned, and is subject to prior approval.

Vacation Time

Employees shall accrue vacation based on the number of hours paid each pay period.

- 0-24 months – .046 hours
- 25-48 months – .058 hours
- 49+ months – .077 hours

Vacation will be scheduled between REACH DANE and the employee, **REACH DANE reserves the right to request that vacations coincide with periods that REACH DANE's programs are not in operation.** Employees who are assigned to year round positions (full year staff) which do not have scheduled vacation periods may take their vacation time at other times, subject to obtaining approval from REACH DANE. REACH DANE may require Full-year employees to use up to one week of vacation while programs are not in session.

Direct Deposit

Did you know your paycheck could be directly deposited into any bank account? Once payroll receives your form, there will be a practice run with your account number and your first paycheck will be mailed to you. The second check will be directly deposited. Paystubs can be printed off of Paylocity. All employees are eligible for direct deposit immediately.

Mileage Reimbursement

Employees will be reimbursed \$.38 per mile for approved automobile travel. Employees must maintain the following levels of coverage on any personal vehicle used for Employer approved travel: \$100,000 bodily injury per individual, \$300,000 bodily injury per occurrence, and \$50,000 property damage per occurrence.

Training

Many on-going training opportunities are available throughout the year.

For more details on any of these benefits, contact Human Resources at (608) 275-6740.