



EMPLOYEE BENEFITS SUMMARY

This is meant only as an overview. Specific eligibility and information concerning these benefit programs are explained in detail in the carrier booklets, Employee Handbook, and plan summaries. If any statements provided in this handout are inconsistent or conflict with the terms of the carriers' documents and/or company policies, the documents/policies will govern. These benefits are subject to change without notice.



Benefit Level: Full Time SNAP considers 30 hours per week full time. You must elect coverage for yourself in order to elect dependent coverage.

- **Medical & Prescription Drug Benefits, Dental Benefit, Vision Hardware Benefit, Basic Life Insurance, Long-Term Disability Insurance**
- **Worker's Compensation Insurance:** Covers illness or injury sustained on the job
- **Holidays:** SNAP observes the following ten holidays: New Years Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Board Appreciation Day (Day After Thanksgiving), Christmas Day
- **Vacation:** Employees begin accruing vacation leave the first day of employment as detailed below
 - Employees with 0-4 Years of Service = 4.2% of hours paid per year
 - Employees with 5-9 Years of Service = 6.3% of hours paid per year
 - Employees with 10+ Years of Service = 8.3% of hours paid per year
 - Employees with 15+ Years of Service = 10.4% hours paid per year
- **Sick Leave:** Employees begin accruing sick leave on the first day of employment as detailed below:
 - Employees accrue monthly sick leave at a rate of 4.2% per paid hour. Paid hours include time worked, vacation leave, personal leave, sick leave, and other paid leave
- **Personal Leave:** Four paid personal days during each calendar year to use as they wish
- **Bereavement Leave:** Up to five days paid
- **Civic Duty:** Four full weeks paid
- **Education Assistance:** Regular full-time employees who have completed 365 calendar days of service are eligible to apply.
- **Retirement 403(b):** SNAP contributes 6% of employee's salary after 12 full months and 1,000 hours worked. Employees can contribute on your own after 30 days of employment
- **Employee Assistance Program:** Confidential access to professional counseling services
- **Employee Emergency Relief Fund:** Employees may request EERF assistance once in a 12-month period
- **Employee Recognition Program**



Benefit Level: Half Time: 20-29 Hours Per Week

SNAP considers 20-29 hours per week half time. See individual benefit description above

Sick Leave - **PRORATED**

Vacation - **PRORATED**

Personal Leave

Civic Duty - **PRORATED**

Bereavement Leave - **PRORATED**

Employee Emergency Relief Fund

Employee Recognition Program

Group Health - **PRORATED**

Retirement 403(b) Employee Contribution



Benefit Level: Part Time: Less than 20 Hours Per Week

SNAP considers less than 20 hours per week part time. See individual benefit description above

Employee Emergency Relief Fund

Employee Recognition Program

Sick Leave - **PRORATED**

Civic Duty - **PRORATED**

Bereavement Leave - **PRORATED**