



Benefits Offered By Vista Prairie Communities

- PTO

- All full-time and part-time employees will be eligible to begin accumulating PTO upon employment
- No PTO will be paid until after an employee has successfully completed the 60-day orientation period
- Full-time employees are those working 30-plus hours per week. Part-time employees working 20 to 29 hours per week will earn PTO on a prorated basis.
- PTO hours will accrue at the rate of 3.09 hours per payroll during the first five (5) years of employment. After five (5) years of service, PTO hours will accrue at the rate of 4.62 hours per payroll.
- Accrued/Unused PTO hours may be carried over from year to year on the employee's employment anniversary date. However, employees are eligible to receive no more than 15 days (120 hours) of paid PTO per year. Employees with 5 years of continuous service are eligible for 20 days (160 hours) of paid PTO per year. Once this maximum limit has been reached, PTO will no longer accrue until the balance falls below the minimum.

- Holiday Pay

- All full-time employees shall be eligible for holiday pay
- Employees will be eligible for holiday pay only after completing their 60-day orientation period
- Full-time employees are entitled to the following observed holidays with pay equal to the number of hours you would have been scheduled to work had it been a normal work day. The observed holidays are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and one (2) Floating Holiday (after 60-day orientation period).

- Referral Program

- To reward employees for referring qualified candidates who subsequently are hired, Vista Prairie Communities will pay the referring employee a **cash bonus of \$250** for each successful referral made after the referred employee has completed their 60-day orientation period.

- Educational Assistance Program

- **Up to \$2,500 per calendar year to eligible employees**
- **Who is eligible?**
 - All full-time and part-time employees who have completed one year and 1,000 hours of service prior to the plan year (which starts on July 1st of each year)
- **What is covered?**
 - Tuition, registration fees, required fees such as lab or library fees, and required books for a business-related course to the maximum of \$2,500 per calendar year for successfully completed courses

- **Medical - BlueCross BlueShield**

- Employees working 30 or more hours per week are eligible
 - Eligibility starts the first of the month following the 60 day orientation period
 - Dependents are eligible up to age 26, regardless of student or marital status
 - **Reminder:** if you enroll in the HDP you will want to open and HSA account to receive the employer contribution
 - HSA plan Vista Prairie will contribute a maximum of:
 - \$500 employee only - \$1,000 employee + one - \$2,000 family

Plan Options	EE only/pay period	EE + 1/pay period	Family/pay period
Plan 1 - \$1,000-\$45 Copay	EE pays: \$98.22 ER pays: \$317.93	EE pays: \$294.07 ER pays: \$579.81	EE pays: \$572.60 ER pays: \$759.03
Plan 2 - \$3,000-100% HSA	EE pays: \$76.52 ER pays: \$317.93	EE pays: \$248.49 ER pays: \$579.81	EE pays: \$479.63 ER pays: \$782.55

- **Dental - SunLife**

- Employees working 30 or more hours a week are eligible

Plan Options	EE only	EE + spouse	EE + child(ren)	Family
Low	EE pays: \$6.05 ER pays: \$6.05	EE pays: \$11.65 ER pays: \$11.65	EE pays: \$15.73 ER pays: \$15.73	EE pays: \$23.12 ER pays: \$23.12
High	EE pays: \$9.88 ER pays: \$9.88	EE pays: \$18.93 ER pays: \$18.93	EE pays: \$25.80 ER pays: \$25.80	EE pays: \$37.81 ER pays: \$37.81

- **Vision - EyeMed**

- Employees working 30 or more hours a week are eligible

EE only	EE + spouse	EE + child(ren)	Family
\$3.63	\$6.89	\$7.25	\$10.66

- **Flexible Spending – Chard Snyder**

- Employees working 30 or more hours a week are eligible
- Plan runs from July 1, 2019 to June 30, 2020
- Benefit elections are up to \$2,700 for health care and \$5,000 for dependent care (day care expenses, etc.)

- **Life Insurance – SunLife**

- All FT benefit eligible employees will automatically be enrolled in basic life and AD&D (100% paid by Vista Prairie Communities). The benefit amount is equal to one time your salary, up to \$160,000.
- Employees working 30 or more hours per week may elect optional life
 - Basic Group Life/AD&D – not to exceed 5 times your annual salary
 - Long Term Disability
 - Spouse life – 50% of any additional life amount employee elects
 - Child life (to age 26) - \$10,000

- **Short Term Disability – SunLife**

- All benefit eligible employees are automatically enrolled in the core short term disability plan. This benefit is provided at no cost to the employee, monthly premiums are 100% paid by Vista Prairie Communities.
- The short term disability plan provides income protection if you are unable to work due to an illness or off the job injury. Benefits begin on the 8th day of disability for up to a maximum duration of 12 weeks.
- The weekly taxable benefit is 60% of your base earnings, up to a maximum of \$1,500.

- **401K**

- The eligibility for this benefit requires an employee to have completed at least 500 hours in 6 months of service and be at least 21 years of age
 - When both conditions are met, you can enter into the plan the 1st of the month following 6 months of service
 - Safe harbor match of 100% on the first 3% you contribute, and 50% of the next 2% you contribute to your plan.