



## Benefits Offered by Vista Prairie Communities

### **PTO:**

- All full-time and part-time will be eligible to begin accumulating PTO upon employment
- Full-time employees are those working 30-plus hours per week. Part-time employees will earn PTO on a prorated basis. Casual employees do not accrue PTO.
- PTO hours will accrue at the rate of 3.08 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
- 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 workday. The observed holidays are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and two Floating Holidays (after 60-day orientation period).

### ***Healthcare Benefits:***

- Employees working 30 or more hours per week are eligible to sign up for healthcare benefits.

- Benefits would start the first of the month following their start date.
- Dependents are eligible up to age 26, regardless of student or marital status

### **Employer Paid Benefits for Fulltime Employees:**

- Life Insurance 1x your annual wage
- Short Term Disability

### **Medical:**

- VPC has multiple medical plans to choose from.
- If you enroll in the high deductible plan you can also open an HSA account to contribute tax-free payroll contributions and receive the employer HSA contribution
- Also, flexible spending accounts are available

### **Other benefits available to fulltime employees:**

- Dental plans
- Vision plan
- Additional Life Insurance plans
- Long Term Disability plan
- Spouse Life Insurance
- Child Life Insurance

### **Other benefits available to full & part time employees (working at least 20 hours a week) during Open Enrollment:**

- Accident Insurance
- Critical Care Insurance
- Whole Life Insurance

### **Retirement Benefits:**

Vista Prairie Communities offers a 401k plan with an employer match

To be eligible for this retirement benefit an employee must complete 500 hours in 6 months of service and be at least 21 years of age.

### **Other available programs:**

- **Referral Program:**

To reward employees for referring qualified candidates who subsequently are hired, Vista Prairie communities will pay the referring employee a \$500.00 bonus for each successful referral made. Payment of \$250.00 after the referred employee has completed their 60-day orientation period and another \$250.00 after 6 months of employment.

- **Educational Assistance Program**

Up to \$2500.00 per calendar year to eligible employees. (Fulltime and Part-time employees who have completed one year of service and 1000 hours of service are eligible to participate in either the Tuition Reimbursement or Grant Program. Courses must be job related and pre-approved by the community's Executive Director. For more information, please see the VPC Education Reimbursement Program documents.