

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0630 (HR)
Effective Date: 06-30-02
Person Responsible: Human Resources Coordinator

Subject: Fringe Benefits
Last Revision: 02-28-2024

Approvals/Date:

Brent Bauer 2-29-24
Superintendent, WCBDD Date

Julie Spicque 2/28/24
Department Director/Coordinator Date

Employee fringe benefits are based on employee status as shown below:

1. **An employee with a position that has 60 - 80 regularly scheduled hours will receive:**
 - a. Personal Leave Time - Three (3) days per calendar year based on employee's average daily hours. May be used after 90 days from date of hire.
 - b. Paid Legal Holidays – Eleven (11) days per calendar year.
 - c. Ohio Public Employees Retirement System (OPERS). Optional: County and State deferred compensation programs.
 - d. Workers' Compensation/Assault Leave.
 - e. Sick Leave - Earned at 0.05769 x all hours worked/leave used. See sick leave Procedure 02-ALL-ALL-0190 (HR).
 - f. Vacation Leave - Earned on regular scheduled hours worked. May be used after six months from date of hire.
 - g. Program Closing Days - Annually, program closing days will be designated by the Appointing Authority. Usually, those days will be the week between Christmas and New Year's, Friday after Thanksgiving, and Good Friday. Pay for program closing days is based on employee's average daily hours.
 - h. Health Insurance - FrontPath Health Coalition-plan for single and family coverage. Premium participation: Employer paying 85% and employee paying 15% of a current premium. Available 30 days from date of hire or change, starting the first day of the following month.
 - i. Dental Insurance – Delta Dental-plan for single and family coverage. Available 30 days from date of hire or change, starting the following first day of the following month. Lawful spouses (by state of celebration) may be a covered dependent.
 - j. Vision Insurance – Reimbursement program-plan for single and family coverage. Available 30 days from date of hire or change, starting the first day of the following month. Lawful spouses (by state of celebration) may be a covered dependent.
 - k. Term Life Insurance – MetLife - Employee only, calculated to the next nearest thousand of their annual salary (Employer paid 100%). Available 30 days from date of hire or change, starting the first day of the following month. Conversion to a personal policy applicable upon Qualifying Event.
 - l. C.O.B.R.A. rights – (optional) Continuation of health/RX/dental/vision coverage, applicable upon Qualifying Event (optional).
 - m. Employee Assistance Program (optional) – **Acentra Health** provides confidential counseling available to you and your family.
 - n. Tuition Reimbursement (optional) - Eligible employees will receive a tuition reimbursement per procedure 02-ALL-ALL-0491 (HR) upon completion of course and when requirements are met.
2. **An employee working a 9-month position that has 70 - 80 regularly scheduled hours will receive:**
 - a. Personal Leave Time - Two (2) days per calendar year based on employee's average daily hours. May be used after 90 days from date of hire.
 - b. Ohio Public Employees Retirement System (OPERS) or State Teachers Retirement System (STRS). Optional: County and State deferred compensation programs.
 - c. Workers' Compensation/Assault Leave.
 - d. Sick Leave – 9-month positions earned at 0.0598 x all hours worked/leave used. See sick leave Procedure 02-ALL-ALL-0190 (HR).
 - e. Health Insurance - FrontPath Health Coalition-plan for single and family coverage. Premium participation: Employer paying 85% and employee paying 15% of a current premium. Available 30 days from date of hire or change, starting the first day of the following month.
 - f. Dental Insurance – Delta Dental-plan for single and family coverage. Available 30 days from date of hire or change, starting the following first day of the following month. Lawful spouses (by state of celebration) may be a covered dependent.
 - g. Vision Insurance – Reimbursement program-plan for single and family coverage. Available 30 days from date of hire or change, starting the first day of the following month. Lawful spouses (by state of celebration) may be a covered dependent.
 - h. Term Life Insurance – MetLife - Employee only, calculated to the next nearest thousand of their annual salary (Employer paid 100%). Available 30 days from date of hire or change, starting the first day of the following month. Conversion to a personal policy applicable upon Qualifying Event.
 - i. C.O.B.R.A. rights – (optional) Continuation of health/RX/dental/vision coverage, applicable upon Qualifying Event (optional).

- j. Employee Assistance Program (optional) – Acentra Health provides confidential counseling for you and your family.
 - k. Tuition Reimbursement (optional) - Eligible employees will receive a tuition reimbursement per procedure 02-ALL-ALL-0491 (HR) upon completion of course and when requirements are met.
3. **An employee working a 12-month Vehicle Operators and 12-month Aides regularly scheduled hours (50 bw) will receive:**
- a. Personal Leave Time - Two (2) days per calendar year based on employee's average daily hours. May be used after 90 days from date of hire.
 - b. Paid Legal Holidays – Eleven (11) days per calendar year.
 - c. Ohio Public Employees Retirement System (OPERS) or State Teachers Retirement System (STRS). Optional: County and State deferred compensation programs.
 - d. Workers' Compensation/Assault Leave.
 - e. Sick Leave – earned at 0.05769 x all hours worked/leave used. See sick leave Procedure 02-ALL-ALL-0190 (HR).
 - f. Vacation Leave - Earned on regular scheduled hours worked. May be used after six months from date of hire.
 - g. Health Insurance - FrontPath Health Coalition-plan for single and family coverage. Premium participation: Employer paying 85% and employee paying 15% of a current premium. Available 30 days from date of hire or change, starting the first day of the following month.
 - h. Dental Insurance – Delta Dental-plan for single and family coverage. Available 30 days from date of hire or change, starting the following first day of the following month. Lawful spouses (by state of celebration) may be a covered dependent.
 - i. Vision Insurance – Reimbursement program-plan for single and family coverage. Available 30 days from date of hire or change, starting the first day of the following month. Lawful spouses (by state of celebration) may be a covered dependent.
 - j. Term Life Insurance – MetLife - Employee only, calculated to the next nearest thousand of their annual salary (Employer paid 100%). Available 30 days from date of hire or change, starting the first day of the following month. Conversion to a personal policy applicable upon Qualifying Event.
 - k. C.O.B.R.A. rights – (optional) Continuation of health/RX/dental/vision coverage, applicable upon Qualifying Event (optional).
 - l. Employee Assistance Program (optional) – Acentra Health provides confidential counseling for you and your family.
 - m. Tuition Reimbursement (optional) - Eligible employees will receive a tuition reimbursement per procedure 02-ALL-ALL-0491 (HR) upon completion of course and when requirements are met.
4. **An employee with a position that has less than 60 regularly scheduled hours will receive:**
- a. Personal Leave Time - Two (2) days per calendar year based on employee's average daily hours.
 - b. Paid Legal Holidays – Eleven (11) days per calendar year.
 - c. Ohio Public Employees Retirement System (OPERS). Optional: County and State deferred compensation programs.
 - d. Workers' Compensation/Assault Leave.
 - e. Sick Leave - Earned at 0.05769 x all hours worked/leave used. See sick leave Procedure 02-ALL-ALL-0190 (HR).
 - f. Vacation Leave - Earned on regular scheduled hours worked. May be used after six months from date of hire.
 - g. Program Closing Days - Annually, program closing days will be designated by the Appointing Authority. Usually, those days will be the week between Christmas and New Year's, Friday after Thanksgiving, and Good Friday. Pay for program closing days is based on employee's average daily hours.
 - h. Employee Assistance Program (optional) – Acentra Health provides confidential counseling for you and your family.
 - i. Tuition Reimbursement (optional) - Eligible employees will receive a tuition reimbursement per procedure 02-ALL-ALL-0491 (HR) upon completion of course and when requirements are met.
5. **An employee working a Temporary (120 day) position will receive:**
- a. Ohio Public Employees Retirement System (OPERS).
 - b. Sick Leave - Earned at 0.05769 x all hours worked/leave used. See sick leave Procedure 02-ALL-ALL-0190 (HR).
 - c. Workers' Compensation/Assault Leave.
 - d. Employee Assistance Program (optional) – Acentra Health provides confidential counseling available for you and your family.

References: 02-ALL-ALL-0190 (HR)
 02-ALL-ALL-0491 (HR)

kmm\procedure\hr0630