



2011 Benefits Summary

All Team Members

- **Wellness Program:**

- Exercise** may be tracked and recorded on a calendar provided by the Receptionist. There are two levels: Level I is three or more days of exercise for at least 30 consecutive minutes or 10,000 steps (using a pedometer) three days per week. Level II is 60 minutes a day for at least 3 days per week. Level I earns TMs \$8 per month and Level II \$15 per month for successful completion of the month. A minimum of 4 months participation is needed to qualify. Cash awards will be paid out in January of the next year to current employees. Each level will receive a \$25 bonus for exercising 9 or more months out of the year.

- Weight Loss Incentive** participants must weigh in at the Human Resources office and be tracked independently throughout the year. The first and second weigh-ins will be compared and participants will receive \$1 for each pound lost and \$10 for each 10 pound increment. The combined maximum award for weight loss is \$100 and will be added to the exercise reward in January of the following year.

- **Referral Incentive** is paid to Team Members who refer a friend or relative to work for Friendship Community. \$100 is paid to the TM at the time of hire, another \$100 paid to the TM at six months and a third at one year if both persons are working and in good standing.

- **Recognition Program & Service Awards** - Years of Service certificates and awards are given out at the Christmas Brunch. Awards are provided for the second anniversary, then at five years and every five years thereafter.
- **Monthly Educational Opportunities** are held on the second Tuesday of each month or as publicized in order to receive credit toward the needed 24 hours of training required each year. There are also trainings available online and in the community.
- **Jury Duty** compensation will be paid to make up the difference between regular compensation (based on regular work schedule) and the compensation from jury duty for up to 10 days within a rolling 12 month period. Written proof of jury duty must be submitted to the Director of Human Resources in order for payment to be approved.
- **Everence Financial** (formerly MMA) services are available to meet personal, small business and congregational needs. They include checking accounts, Visa ATM and credit cards, electronic bill payment, online banking as well as savings accounts and loans for personal, student and business and agricultural loans.
- **Direct Deposit** is strongly encouraged, and there is no cost unless it is divided into more than one account. With direct deposit your pay is credited to the account(s) you specify at 12:01 a.m. on payday and available for your immediate use. This is especially convenient during holiday weekends.

- **AFLAC** is a supplemental insurance available to everyone and can be purchased via payroll deduction within 30 days of employment or during open enrollment. If you have questions you may contact our representative at 302-722-4129.
- **Verizon** offers a 22% discount to all Friendship Community employees for phones and accessories. You will need to show your FC ID card to receive the discounts.
- **SmileBuilderz** is an employer contracted optional dental plan and is available for you and your family. They have general dentists, orthodontists, oral surgeons and more all in one location at discounted rates. Call 717-481-SMILE to schedule your initial comprehensive exam. When that's completed you'll receive your membership card and your account will remain active as long as you're employed at FC.
- **ModernEyes** is located in the Park City Mall. They have contracted with FC to provide you with the opportunity to purchase quality fashion prescription eyewear at a great discount. To obtain an enrollment form for you and your immediate family contact the HR Department. ModernEyes also donates a percentage of sales from glasses back to Friendship Community. If you have questions call 717-299-0925.



Full-time Team Members

- **Medical Coverage Plan** is self-funded coverage provided by Friendship Community after FT Team Members (TM) have been employed for 60 consecutive calendar days at 0% premium cost to TMs. Dependents may be covered up to age 26, also at 0% premium cost. The cost for spouses to be covered when there are no children in the home under age 26 is \$100 per month. The plan is administered by Everence.
- **Prescription Plan** - When using the prescription drug card at the pharmacy TMs pay 100% of the cost up front. They are then reimbursed for all except \$5 for generic drugs and 30% for brand name drugs after the deductible has been met.
- **Optical Reimbursement Plan** pays \$75 annually for eye exams and refractive services and \$150 for post refractive services. Up to \$150 of unused post refractive services dollars will be automatically carried over into the next calendar year.
- **Dental Reimbursement Plan** pays 100% and the insured pay 0% for routine services up to \$250 per person. For basic, major, and orthodontia services the plan pays 90% and the insured pays 10%. There are both pre-certification and waiting periods for some of the procedures.
- **Hearing Aid Reimbursement Plan** will cover hearing aid costs at 90% of the cost up to a maximum payment of \$1,500 per aid and repairs benefit to 90% of cost with a maximum payment of \$150 per year.
- **Paid Time Off (PTO)** is computed on the basis of the number of years a TM has worked since the date he/she was hired. PTO is accrued on a bi-weekly basis and the TM's current PTO balance is printed on each payroll check stub. A 90-day employment period is required before PTO may be taken.

When you become a Friendship Community Team Member you not only become a member of a terrific team, but you can enjoy the many valuable benefits Friendship Community has to offer.

The options you have currently chosen may be changed each year only during the open enrollment period except in the event of a significant life change, such as:

- You get married or divorced
- You or your spouse change employment from full-time to part-time or vice versa
- You add a child to your family (through birth or adoption)
- Change of employment status
- You have coverage elsewhere and it ends.

- **Sick Pay** accumulates at 3 hours per pay period and has a maximum carryover per year of 200 hours. Eligibility to use sick pay begins after 90 days from FT start date.
- **Eldercare Leave** may be used to care for an aging parent, sibling or other close relative that you are responsible for in regard to overseeing medical care. The request for (up to) 40 hours of sick time for Eldercare should be in writing two weeks in advance of the event.
- **Holiday Pay** eligibility begins 90 days from FT start date. New Years' Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas are the seven holidays that are paid per year.
- **Bereavement Leave** can be taken in the event of the death of a close family member. The TM needs to submit verification of the persons death to receive up to 40 hours of paid time. 24 hours of paid leave are granted for a grandparent, grandchild or in-law family members.
- **Life Insurance** coverage is equivalent to one year's salary up to a maximum of \$30,000 per year and is available after 30 days of FT employment.
- **Long Term Disability Plan** is generally 60% of salary for a TM. There is a 90-day waiting period before disability benefits begin.
- **Employee Assistance Program (EAP)** is available to provide support to help resolve your life's challenges. Six free counseling sessions are available per family unit; per contract year through Philhaven. Sessions are totally confidential and easy to access by calling 1-800-527-2322 for an appointment.

- **FlexChoice** is a flexible benefits spending plan where you may authorize pre-tax dollars to be taken off your paycheck for the purpose of medical expenses not covered by the medical benefits policy. A worksheet is available to calculate possible need. The IRS requires any funds in the account at the end of the year to be forfeited to the employer. A new enrollment form must be completed each year.
- **403(B) Retirement Plan** is available to FT and Max PT Team Members who have been employed by FC for three or more years. FC has the equivalent to six percent of their gross salary paid into Mennonite Retirement Trust (MRT). Any employee (whether or not they are eligible for the employer payment) may add personal contributions to FC's Retirement Plan via a 403(B) option available through Everence Financial.
- **Perfect Attendance** - If no sick leave is used in a calendar quarter, an additional four hours of PTO will be granted.
- **Tuition Reimbursement** for one graduate or college level course (3 or 4 credits) will be paid out at 100% per fiscal year. Books, registrations fees, etc. are excluded. The course must relate to the TM's work assignment and must meet prior approval of his/her direct Supervisor and the Director of HR. Reimbursement will be given after the course is completed with a "C" or higher final grade.

For a more comprehensive look at Friendship Community's Benefits go to the Personnel Manual at www.friendshipcommunity.net