

## EMPLOYEE BENEFIT PROGRAM

The Guidance Center is committed to offering a competitive benefit package for employees. Contact Human Resources at 913-682-5118 with any questions.

The following benefits are for full-time employees. Benefits are available for part-time employees working at least 30 hours per week on a pro-rated basis. Eligibility for insurance benefits: first of the month following 30 days of employment.

## MEDICAL INSURANCE

### United Healthcare

#### Buy-Up Plan

- \$500 individual, \$1000 family deductible per calendar year
- 10% Coinsurance
- \$20 co-pay for Primary Physician office visits
- Prescription Drug Card: \$10 Tier 1/\$30 Tier 2/\$50 Tier 3

Full-time employee's semi-monthly premium:

Single \$14.16

Employee & Spouse \$118.62

Employee & Child(ren) \$81.95

Family \$163.99

#### Base Plan

- \$1000 individual, \$2000 family deductible per calendar year
- 20% Coinsurance
- \$25 co-pay for Primary Physician office visits
- Prescription Drug Card: \$10 Tier 1/\$30 Tier 2/\$60 Tier 3

Full-time employee's semi-monthly premium:

Single \$13.42

Employee & Spouse \$65.18

Employee & Child(ren) \$62.20

Family \$131.37

## DENTAL INSURANCE

### Delta Dental

- Diagnostic and preventive care paid at 100%
- \$50 individual/\$150 family calendar year deductible
- Maximum benefit paid for all covered dental procedures for each eligible person per calendar year is \$1000

Full-time employee's semi-monthly premium:

Single \$1.18

Employee + 1 Dependent \$9.61

Employee + 2 or more Dependents \$18.56

## VISION INSURANCE

### VSP

- One eye exam covered in full every 12 months after \$20 co-pay
- Prescription lenses covered in full every 12 months
- Frame of your choice covered up to \$130 and 20% off any out-of-pocket costs every 24 months.
- Contact lens allowance for contact and the contact lens exam of \$130 every 12 months is available in lieu of prescription glasses benefit.

Full-time employee's semi-monthly premium:

Single \$5.12

Employee & Spouse \$8.20

Employee & Child(ren) \$8.37

Family \$13.49

## SUPPLEMENTAL INSURANCE

AFLAC is available to full-time employees and part-time employees working at least 25 hours per week. Short-Term Disability, Personal Accident, Cancer Protect, Dental, Vision, and Hospital Indemnity are some examples of available policies. Premiums are provided at a discounted group rate and paid by the employee through payroll deduction.

## FLEXIBLE SPENDING ACCOUNTS

Flexible spending accounts are available for employees to set aside pre-tax dollars for qualified medical and dependent care expenses. \$2000 per calendar year may be used for medical expenses; \$5000 per calendar year may be used for dependent care expenses.

## RETIREMENT

KPERS retirement is available to all full-time employees and part-time employees working at least 20 hours per week. Participation is mandatory. The employee contributes 6% of gross wages. The Guidance Center matches 6.14% of the employees contribution. In addition to the retirement benefit, The Guidance Center pays the premiums for life insurance up to 150% of the employees annual salary and a long-term disability plan. The employee is always vested 100% in their contributions. Employees are fully vested in The Guidance Center's contributions after 5 years of service.

A 403(b) retirement plan is also available through VALIC. Employee participation is voluntary and deducted pre-tax.

## PAID TIME OFF

Permanent full-time employees receive the paid time off. Permanent part-time employees receive a pro-rated benefit based on the number of hours worked per week.

### Holidays

New Years Day     Martin Luther King Jr Day

Presidents Day     Memorial Day     Independence Day

Labor Day     Thanksgiving & Day After

Christmas Eve (1/2 Day)     Christmas Day

New Years Eve (1/2 Day)

### Paid Time Off

The Paid Time Off (PTO) system is designed for employees to use for sick and vacation leave. Employees accrue PTO leave bi-weekly based on their years of service.

0-2 Years     19 Days     3-5 Years     25 Days

6 - 10 Years     31 Days     11 or more     37 Days