

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

- \$1000 individual, \$2000 family deductible per calendar year
- 20% Coinsurance
- \$25 co-pay for Primary Physician office visits
- Prescription Drug Card: \$10 Tier 1/\$35 Tier 2/\$70 Tier 3

Full-time employee's semi-monthly premium:

Single \$58.98 Employee & Spouse \$171.35

Employee & Child(ren) \$152.88 Family \$272.64

Base Plan

- \$1500 individual, \$3000 family deductible per calendar year
- 30% Coinsurance
- \$25 co-pay for Primary Physician office visits
- Prescription Drug Card: \$10 Tier 1/\$35 Tier 2/\$70 Tier 3

Full-time employee's semi-monthly premium:

Single \$39.02 Employee & Spouse \$124.84

Employee & Child(ren) \$113.15 Family \$211.96

Health Savings Account

- \$3000 individual, \$6000 family deductible per calendar year
- Coinsurance—100% after deductible is met

continued

- Prescription Drug Card: \$10 Tier 1/\$35 Tier 2/\$70 Tier 3 (after deductible is met)

Full-time employee's semi-monthly premium:

Single \$14.78 Employee & Spouse \$68.87

Employee & Child(ren) \$64.92 Family \$138.72

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 6.74% 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

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