



Benefits At-A-Glance

INTEGRATED SERVICES
for Behavioral Health

PO Box 132, 11 GRAHAM DRIVE, ATHENS, OHIO 45701
800-321-8293 • www.integratedservice.org

Medical

- Provider – United Health Care
- Premium shared by Integrated Services **and** employee
- Flexible Savings Account (FSA) administered by TASC
Virtual Visits \$20.00

Group Short-term disability

- Provider – UNUM
- 60% of salary after 30 days of disability payable for a maximum of 22 weeks (\$500/week maximum)
- Premium paid by Integrated Services

Group Long-term disability (after short-term disability has been paid for a maximum of 22 weeks)

- Provider – UNUM
- 60% of salary to age 65 (\$5,000/month maximum)
- Premium paid by Integrated Services

Vision

- Provider – Vision Service Plan (VSP)
- Exams and lenses every 12 months - \$10 co-pay exam / \$25 co-pay materials (covered lenses)
- Frames every 24 months – Maximum \$130 value (co-pay combined with lenses)
- Premium paid by Integrated Services for *employee only*
VSP offers hearing aids

Dental

- Provider – The Guardian (PPO Provider)
- Premium paid by Integrated Services for *employee only*

Covered Services

- I. Preventive (exam/cleaning) at 100% - no deductible
- II. Routine (extractions, fillings, root canals) at 80% - \$50 deductible
- III. Major (crowns, bridges, inlays) at 60% - \$50 deductible (combined with Routine Services)



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- IV. Orthodontia (dependents only, under age 19) at 50%. Annual maximum benefit of \$1,000 and lifetime orthodontia maximum benefit of \$1,000

Group Life Insurance

- Provider – The Guardian
- Equal to one year annual earnings (\$50,000 maximum) + equal amount for Accidental Death & Dismemberment
- Reduces starting at age 65 & terminates at retirement

Voluntary Life Insurance

- Provider – The Guardian
- Employee pays premium
- Available through payroll deduction, if interested
- Amount varies depending on age, amount, etc.

AFLAC

- Employee pays premium
- Available through payroll deduction, if interested
- Several different policies available

401(k) Retirement

- Provider – VOYA
- Employee can enroll at 1st open season 6 mos after hire date (or having worked 1000 hours) ; open enrollments occur in March and September.
- Integrated Services will contribute matching funds up to 4%.

IRS Section 125 Cafeteria Plan

- Pre-tax premiums are provided through the IRS Section 125 Cafeteria Plan
- Reduces the amount of tax paid on Federal, State and FICA
- Any premium paid by the employee (unless prohibited) is deducted from the gross wage before taxes are calculated.
- If you will **not** participate, you will need to write a letter to Integrated Services stating that you do not wish to participate.



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Travel

- 50¢ per mile
- Maximum 1,000 miles per month / \$500 per month

Vehicle Lease Program

- Enrollment in June or December (subject to change); vehicle delivery takes approximately 4-6 months after order.
- Eligibility limits apply
- Refer to detailed program/policy information

Holidays

All Integrated Services employees are entitled to 11 paid holidays per year.

- 1) New Years Day – January 1
- 2) Martin Luther King’s Birthday – third Monday in January
- 3) President’s Day – third Monday in February
- 4) Memorial Day – last Monday in May
- 5) Independence Day – July 4
- 6) Labor Day – first Monday in September
- 7) Veteran’s Day – November 11
- 8) Thanksgiving Day
- 9) The Friday after Thanksgiving
- 10) Christmas Eve – December 24
- 11) Christmas – December 25

Holidays falling on a Saturday will be observed on Friday. Those falling on Sunday will be observed on Monday. An employee will not be charged vacation time for a holiday falling within a vacation period. Every reasonable effort will be made by Integrated Services to accommodate the religious preferences of employees.

Holiday hours reflect the number of hours worked each week. For example, a full-time employee is entitled to eight hours holiday paid time off for each of the 11 identified holidays. Holidays are to be observed as “time off” and may be advanced or delayed with the authorization of his/her immediate supervisor.

Holiday hours for part-time employees are prorated according to the number of hours worked per week (i.e., if an employee works 20 hours per week, they are entitled to four holiday hours for each of the 11 identified holidays). Holidays for part-time



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employees may be advanced, delayed or otherwise managed within a 40-hour workweek with the authorization of his/her immediate supervisor.

Employees must be in a pay status or a paid time off status (i.e., leave, compensatory time off, compensatory time off for travel, or credit hours) on their scheduled workdays either before or after a holiday in order to be entitled to their regular pay for that day. Employees who are in a non-pay status for the workdays immediately before and after a holiday may not receive compensation for that holiday.

Paid Time Off (PTO)

- First year - 6.10 hours per biweekly pay period.

Integrated Services provides time-off benefits under a flexible plan known as Paid Time Off (PTO). This plan provides time off for vacation, personal time, and unexpected absences, such as short-term illness. PTO ensures maximum flexibility in planning discretionary time off, while allowing employees the ability to determine the amount of illness protection to retain in their PTO balance.

Eligibility

Eligible employees begin to accrue PTO upon the initial date of employment. Employees are eligible to request PTO after they have been employed for 90 days.

Accrual

The following accrual rates apply to regular full-time employees and reflect the annual calendar year accrual. PTO accrual is based on the employee's years of service with Integrated Services. Accrual of PTO for part-time employees is prorated as a percentage of a full-time equivalent position. Contract and on-call employees are not eligible for PTO.

PTO will continue to accrue during the time of earned paid time off taken.

<i>Years one and two</i>	<i>160 Hours</i>
<i>Years three and four</i>	<i>180 Hours</i>
<i>Years five and six</i>	<i>200 Hours</i>
<i>Seven or more years</i>	<i>220 Hours</i>



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PTO hours are earned per pay period from the date of hire. PTO will stop accruing after the balance reaches a maximum of 300 hours and will only continue after time is taken from the PTO account. A balance of 180 hours is recommended.

No more than 80 hours of accrued PTO will be paid at the time of termination. PTO also cannot be used in the last two weeks of employment.

Scheduling PTO

Eligible employees will earn PTO according to the above schedule. Employees may submit requests in writing to their immediate supervisor for planned use of available PTO a minimum of two weeks in advance (primarily for use as vacation time). The supervisor will evaluate requests based on various factors, including operating requirements of Integrated Services. The supervisor will authorize or deny the request within two business days.

PTO may also be used without prior authorization to accommodate health, family and other personal needs. Use of more than three days PTO requires authorization. A physician statement may be required after three days use of PTO for sick leave.