

EMPLOYEE ELIGIBILITY

The table below indicates the benefits that you are eligible for based on your budgeted hours (FTE) per bi-weekly pay period.

Benefit	Full-time 72-80 hours per pay	Part-time 40 to 71 hours per pay	Benefit Effective Date
Health Insurance with Pharmacy	√	√	1 st of the month following 30 days of employment
Dental Insurance	√	√	1 st of the month following 30 days of employment
Vision Insurance	√	√	1 st of the month following 30 days of employment
Employer paid Life Insurance & ADD	√	√	1 st of the month following 30 days of employment
Supplemental Life Insurance	√	√	Employee would pay for the Supplemental coverage
Employer paid Short Term Disability	√	√	1 st of the month following 1 year of employment
Employer paid Long Term Disability	√	√	1 st of the month following 30 days of employment
Medical and Dependent Care Flexible Spending Accounts	√	√	1 st of the month following 30 days of employment
Tuition Reimbursement	√	√	Successful completion of probation period & in good standing
Premium Assistance	√		Applied for each year during annual open enrollment
Health Savings Account When enrolled in the Consumer Choice	√	√	1 st of the month following 30 days of employment
Paid Time Off (PTO)	√	√	Accrual starts 1 st pay
MD Sick & Safe Leave	√	√	SSL is for anyone working over 24 hours per pay
Voluntary Benefits	√	√	Enroll up to twice a year during separate enrollment period
Retirement 403(b) Plan	√	√	Auto enrolled at 3% effective at 2 nd pay period
Employee Assistance Program	Available upon hire to all employees regardless of status		