

EMPLOYEE BENEFITS SUMMARY

BENEFIT	DESCRIPTION	WHO IS ELIGIBLE	WHEN ARE YOU ELIGIBLE	EMPLOYEE COST
PAID LEAVE TIME	Accrues using 12 months based on hire date, number of days leave depends on years of service, begins to accrue from date of hire.	Full time employees	After working 3 months starts on the 1st of the following month	Not applicable
PAID HOLIDAYS	6 holidays, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas. Set on a calendar year. Plus 2 floating holidays if hired between 1/1 and 6/30.	Full & Part time employees	Same as above	Not applicable
MEDICAL INSURANCE	Medical Insurance is through Horizon. Base Plan is a POS (HMO) program, includes prescription, and hospitalization. There is also a Direct Access plan available for an additional cost.	Employees must work 30 hours per week.	After working 60 days, 1 st of the following month. All forms must be filled out 1 month in advance of start date.	Employee pays 25% of their coverage and 50% of any dependent coverage needed.
Dental Insurance	This insurance is through Aetna Dental, the base plan is a DMO. There is also a PPO.	Employees must work 30 hours per week.	After working 60 days, 1 st of the following month. All forms must be filled out 1 month in advance of start date.	Blood Center will contribute \$20 towards the cost of dental and/or vision insurance costs for employee and dependents.
VISION INSURANCE	Vision insurance is through VSP. Covers annual office visits, cost for lenses annually, and frames every 2 years.	Employees must work 30 hours per week.	After working 60 days, 1 st of the following month. All forms must be filled out 1 month in advance of start date.	Blood Center will contribute \$20 towards the cost of dental and/or vision insurance costs for employee and dependents.
STD/LTD/Life/AD&D Insurance	Supplemental Short Term, Long Term Disability, Life Insurance and Accidental Death & Dismemberment Insurance	Employee must work 30 hours per week	STD must work 1 yr. LTD is 3 mos.	None
401k PROGRAM	Transamerica handles the funds. Employees are automatically enrolled at 1% of their salary when eligible.	All employees over the age of 21.	After working for 3 months, March, June, September and December open enrollment	100% Employee contribution, and company pays administrative fees.
LIFE INSURANCE	Group Life Insurance, through MetLife. Portable, employee can take this policy with them should they leave their job.	All employees	Must work for 3 months, open enrollment in February/March.	100%
SUPPLEMENTAL INSURANCES	Unum, variety of different supplemental insurances	All employees	Same as above, open enrollment in November	100%
CAR/HOME OWNERS INSURANCE	NJ Manufacturer's Insurance, employees can purchase their personal car/home owner's insurance	All employees	First day worked	100%
DIRECT DEPOSIT	Direct deposit of payroll check into one account	All employees	First day worked	None
CREDIT UNION	Credit Union of New Jersey - full service banking institution	All employees	First day worked	Not applicable

Revised 7/01/2010