

**Procedure Title:****EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-0-1****Policy Title:**

Employee Benefits

**Effective Date:**

2/1/2003

**Revision Date:**

2/1/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Eligible employees at Keystone are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.
2. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee Handbook.

**The following benefit programs are available to eligible employees:**

- 401 (k) Savings Plan
- Accidental Death Insurance
- Benefit Conversion at Termination
- Bereavement Leave
- Cafeteria Plan
- Cancer Insurance
- Credit Union
- Dental & Vision Re-Imbursement Plan
- Educational Financial Assistance
- Employee Assistance Program
- Family Leave
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability

- Medical Insurance
- Medical Leave
- Military Leave
- Pension Plan
- Personal Leave
- Short-Term Disability
- Sick Leave Benefits
- Vacation Benefits
- Witness Duty Leave

3. Some benefit programs require contributions from the employee, but many are fully paid by Keystone.
4. Coverage of these benefits starts on the first day of the month closest to the employee's 90<sup>th</sup> day of employment.

**NOTES:**