



Welcome to LutherCare! Enjoy Our Benefits!

Aetna Employee Assistance Program: LutherCare team members have the opportunity to receive professional, confidential services for themselves and/or their dependent family members. This service assists to identify and resolve a wide range of personal, mental health, chemical dependency problems which may be affecting work life or personal life.

Aetna Life Essentials: These programs are offered to team members who are also enrolled in Life Insurance and Long term disability Insurance. Many programs are included such as:

- **Financial Services:** Aetna partners with JPMorgan Chase Financial Counseling and Level I Financial Planning.
- **Legal Services** – Aetna partners with ARAG Services LLC®, offering the Legal Reference™ program. Team member and your spouse can get free, online estate planning services, including Living wills, Basic wills, Healthcare directives & Durable and financial power of attorney appointments.
- **Vision Discount Plan**

Attendance Reward Program: Team members who demonstrate good records of attendance are awarded up to \$300 annually.

Birthday Lunch with the President/CEO: This quarterly event hosted by the President of LutherCare invites all team members with a birthday in that quarter to enjoy and relax during a lunch held at our main campus.

Bereavement/Funeral Leave: Team members may receive paid time off (scheduled days) for three (3) days for immediate family. If team member regularly scheduled time off falls within the applicable three 3 days, the team member will be paid only for that portion of time the team member is normally scheduled to work. Request for bereavement time must be submitted to the manager/supervisor for approval.

Child Care Discount: Team members who utilize LutherCare for Kids Early Learning Centers are eligible to receive discounted rates

Credit Union Membership: Team members and immediate family members may become members of the Members 1st Credit Union.

Dental Insurance: team members are eligible after (90) calendar days waiting period. Choice of (2) two plans - United Concordia Companies, Inc. Option I is a basic plan and Option II, a comprehensive plan.

Educational Opportunities: With approval of manager/supervisor, team members may attend Seminars, Conventions, and meetings

Health Insurance: This benefit is available following a thirty (30) day waiting period. Choice of three (3) plans available. These plans include prescription drug coverage. This plan also includes **Cafeteria Plan** where the team member may choose pre-tax or post-tax payroll deduction of health insurance costs.

Holidays: Full-time team members enjoy seven (7) paid holidays per year, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Part-time team members must work the holiday to receive the holiday pay.

Jury Service: Team members called to serve as juror will be granted time off and receive pay equal to their regular pay, limited to ten (10) days

Leave of Absence: Family and Medical Leave Act (covers employee or family health condition). A medical leave of absence will be granted to a team member who has worked a total of 1250 hours in the previous 12 months of employment. Luthercare also offers an extended Non-FMLA leave of absence program, if needed.

Life Insurance: Team members are eligible to participate in the life insurance coverage following an initial (90) calendar day waiting period.

Long-Term Disability Insurance: Team Members are eligible for long-term disability coverage, following an initial (90) calendar day waiting period. Should a team member be disabled for a period of six months, benefit is approximately 60% of monthly pay for first \$30,000 annual salary. Eligibility is based upon relevant medical evidence.

Long-term Disability Buy-up Option: This benefit is paid by the team member. This is an option which allows qualifying employees to supplement the employer provided benefit.

Paid Meal Breaks: Team members are paid during ½ hour meal break during shift.

Paid Sick Time: Team member will receive eight (8) hours of paid sick time for each full month of paid employment and can accrue up to 120 days.

Personal Days: Full-time team members who complete initial training period and begin working before June 30 receive two (2) personal days in a calendar year and before August 31 to receive one (1) personal day. Team Member must schedule personal days in advance with immediate supervisor and days must be used within the pertinent calendar year.

Recruitment Bonus: Team members are eligible to receive a \$750- \$1500 recruitment bonus for the recruitment of eligible candidates. Certain rules apply regarding eligibility and payment of bonus.

Retirement Plan: Team members age (21) or older can participate in the Luthercare's Retirement Plan. Luthercare contributes 4% of pay.

Retirement Plan Financial Services: Northeast Advisers, Inc. have partnered with Luthercare to offer free Financial Planning Services to Luthercare Team Members.

Tuition Reimbursement Program: Following initial training period, team members can be reimbursed 60% of tuition costs for successfully completed undergraduate and graduate job related courses up to \$3000 annually. Authorization must be approved before starting classes.

Vacation: During the first calendar working year, vacation is calculated based on hours worked in first year to be available on 1/1 of following calendar year. Team members can accrue up to 12 days and succeeding increments for following service years.

Wellness Center: Luthercare's Wellness Center, housed on our main campus, offers fitness equipment, fitness classes such as yoga and Zumba, as well as a pool for all team members to use for free. A nominal fee is paid by employee for classes.

Workers' Compensation Insurance: Team member receives medical care plus partial income when disabled by work-related injury/illness. Waiting period of seven (7) days following injury/illness.