



**DDRC EMPLOYEE BENEFIT SUMMARY**  
Updated December 2007

**4 DAY, 36 HOUR WORK WEEK**

DDRC recognizes a 36 hour, Monday – Thursday workweek for *most* positions and program areas. Please contact Human Resources if you have questions concerning the workweek for specific positions.

**401-K - AMERICAN FUNDS GROUP (OPTIONAL RETIREMENT PLAN)**

DDRC offers a 401-K for retirement savings through American Funds Group. Eligible employees may participate during the open enrollment period, 1 year from date of hire. If you contribute 1%, 2%, or 3% of your gross salary, DDRC will make a contribution of the same amount. Increased employee contributions can be made. Employees are fully vested (own DDRC contribution) after 2 years of participation.

**DOMESTIC PARTNER COVERAGE**

DDRC recognizes the designation of a domestic partner and the children of domestic partners for leave benefits and insurance plans.

**Eligible employees will receive the following benefits in 2 – 3 months from date of hire:**

**HEALTH INSURANCE – UNITED HEALTH CARE- Choice Plus (Point of Services Plan)**

DDRC pays the majority of the employee health premium. Dependent coverage is available and can be paid for with a pre-tax, payroll deduction.

**DENTAL PLAN – METLIFE DENTAL PLAN**

Dental premiums for the employee and/or dependents are paid for with pre-tax payroll deductions.

**VISION PLAN – Eyemed, effective 1/1/06 (from VISION SERVICE PLAN)**

Coverage is fully paid for by DDRC. Dependent coverage is available and can be paid for at a minimal cost to the employee. Premiums for dependents are paid for with a pre-tax, payroll deduction. Examinations and frames/lenses are subject to a co-payment.

**LIFE INSURANCE – Prudential, effective 1/1/06 (from HARTFORD)**

Coverage is fully paid for by DDRC. Dependent coverage is available and can be paid for at a minimal cost to the employee.

**LONG TERM DISABILITY – Prudential, effective 1/1/06 (from HARTFORD)**

Coverage is fully paid for by DDRC. Long-term disability insurance provides partial income replacement for eligible employees who may become fully or partially disabled.

**125 CAFETERIA PLAN – PAY FLEX**

This plan allows an employee to set aside an amount from each paycheck, on a pre-tax basis, to be used for the cost of dependent child care and/or family health expenses not covered by insurance - i.e. co-pays, dental and vision expenses. The employee portions of premiums for health, dental and vision are paid for under this plan with pre-tax payroll deductions. An excellent way to save money with pre-tax contributions.

**ADDITIONAL LIFE INSURANCE** – Prudential, effective 1/1/06 (from AIG)

Eligible employees may choose to apply for additional life insurance for themselves and/or dependents. DDRC does not pay for this coverage, however, rates are reasonable and can be paid for through payroll deduction.

**JEEP - JEFFERSON EMPLOYEE EFFECTIVENESS PROGRAM**

DDRC offers to all employees a free and confidential counseling service. This program is available on the date of hire, has no co-payment and provides 6 visits per year to employees and members of their households.

**SICK/BEREAVEMENT LEAVE BANK**

Eligible employees donate accrued leave for short-term illness or bereavement leave. Membership is voluntary and open enrollment is in Nov/Dec to join for the following calendar year. Contact Human Resources for Bank Rules and membership information.

**CAREER LADDER**

The career ladder is an individual staff development plan. Employees who participate can increase their salary by up to 17%. Eligible employees may begin participation on date of hire and may receive salary increases 1 year from date of hire. Career ladders are being used across the country in business as well as in educational settings as a means of encouraging staff to continue to grow professionally. The career ladder program is completely optional.

**CREDIT UNION - SOOPER CREDIT UNION**

DDRC offers employees the option of participating in a credit union. Eligible employees can have a payroll deduction automatically deposited into a savings or checking account. Many different banking services are offered.

**DIRECT DEPOSIT**

DDRC offers direct deposit of your paycheck into most major banks and credit unions. You can elect direct deposit at any time during your employment.

**ANNUAL LEAVE**

Eligible employees earn leave after 6 consecutive months of employment. Employees working 36 or more hours per week earn 96 hours per year.

**SICK LEAVE**

Eligible employees working 36 or more hours per week earn 4 hours per month, beginning at date of hire.

**ADMINISTRATIVE LEAVE**

DDRC is highly committed to the growth and development of employees. Eligible employees may request administrative leave days to be used to attend seminars, conferences or workshops that would benefit DDRC and the employee.

**HOLIDAYS**

DDRC will pay eligible employees for holidays, as approved annually by The Board of Directors. There are approximately 12 holidays recognized annually.

**THE ABOVE IS INTENDED AS A SUMMARY OF BENEFITS OFFERED BY DEVELOPMENTAL DISABILITIES RESOURCE CENTER AND IS NOT A GUARANTEE THAT THESE BENEFITS ARE AVAILABLE TO ALL EMPLOYEES. THESE BENEFITS ARE SUBJECT TO CHANGE BY DDRC AND/OR INSURANCE CARRIERS WITHOUT NOTICE. CONTACT HUMAN RESOURCES FOR MORE DETAILS.**