



GAUDENZIA EMPLOYEE BENEFITS OVERVIEW

- Health Insurance (medical, vision and prescription)
 - Health insurance is available to all full-time employees and is effective on the 1st of the month following 90 days of fulltime employment. Employees may choose from several different coverage levels including single, employee & spouse, employee & child(ren), or family plan. Cost sharing varies based on coverage level.
- Dental Insurance
 - Dental insurance is an employer paid benefit and is available to the employee, their spouse and dependent children. Gaudenzia's dental coverage is a PPO plan that is provided by Delta Dental of PA.
- Life Insurance
 - Gaudenzia provides all full-time employees with group term life insurance which includes accidental death & dismemberment (ADD). Life insurance is provided by UNUM, coverage level depends on salary and job classifications. Employees may elect to purchase additional life insurance or may elect to purchase life insurance on their spouse or dependent children, however, this will be at their own cost through payroll deductions
- Short Term / Long Term Disability
 - Short and long term disability provides employees with a reduced level of income replacement in the event an employee becomes unable to work. Short term disability coverage is employer paid and provides 26 weeks of reduced income supplement. Employees may elect to purchase long term disability coverage; however, this will be at their own cost through payroll deductions and will provide income supplement for up to 5 years.
- Employee Assistance Program (EAP)
 - As employees in the business of helping others, we sometimes neglect to tend to our own needs. Therefore, Gaudenzia provides our employees with an Employee Assistance Program (EAP). EAP is a confidential assistance program which is managed by Access. Whether you're coping with family problems, financial problems, caring for older adults or other personal problems, Access can provide you with support through their 24 hour hotline.

- Voluntary Retirement Pension Plan (403b)
 - Gaudenzia offers employees the opportunity to participate in a Voluntary Retirement Pension Plan, (403b) on a tax deferred basis. All employees are eligible to participate in the plan from their date of hire and are eligible for employer determined match after six months of employment. Vesting schedule applies to all employer matched funds.
- Tuition Reimbursement
 - Gaudenzia, Inc. offers tuition reimbursement on an apportioned basis for all full time employees up to graduate studies. Eligibility for tuition reimbursement occurs upon successful completion of or orientation period (all courses must begin after the eligibility date). Course of study must be in a field related to the employee's current position or as part of a development plan.
- Vacation /Personal Days
 - At Gaudenzia, Inc., we recognize the importance of work/life balance. As such, Gaudenzia grants paid vacation & personal time to all full time employees. Vacation and personal allowance affords employees opportunity for rest and relaxation periods as well as an opportunity to address personal / family needs.
- AFLAC
 - AFLAC offers a variety of insurance products and policies including, accident, hospitalization & sickness confinement, cancer policy, life and disability policies. AFLAC policies are fully employee paid through payroll deductions. Gaudenzia employees' have a designated AFLAC representative who will work directly with the employee in selecting policies that is most suitable for the individual.
- Flexible Spending Accounts
 - Gaudenzia, Inc., allows all full & part time employees to participate in the flexible spending account, (FSA). FSA allows employees to put aside pre-tax dollars to be used to pay for services such as healthcare, childcare and commuter transportation. Each participating employee will receive a pre-loaded Visa card that will be loaded with the employee's full medical election and systemically for travel and childcare expenses. Employee contributions are made through payroll deductions. Participation can only be elected during the open enrollment period.
- Legal Shield / Identity Thief Protection
 - Legal Shield offers legal services for several issues including, identity theft, Wills, Living Wills, real estate planning, family law, consumer finances and traffic issues. Legal Shield is an inexpensive benefit that is funded by the employee through payroll deductions. Employees are eligible to elect Legal Shield on the first of the month following 90 days of employment.

- Leave of Absence
 - Gaudenzia, Inc. acknowledges the importance of work \ life balance and the need for employees to be able to spend time to care for themselves and their loved ones. As such, Gaudenzia adheres to the Family Medical Leave Act of 1993 (FMLA). FMLA provides for eligible employees to take up to 12 weeks of unpaid leave of absence with job protection. It also requires that their group health benefits be maintained during the length of the approved leave. All employees on FML will be required to maintain their employee portion of health premiums.

- Service Pins
 - Gaudenzia appreciates the efforts and commitment of our employees. Their loyalty and dedication to our organization correlates to the success of our clients. In recognition of employees hard work and dedications, his commitment, Gaudenzia provides employee service awards. Service pins are awarded to employees on every five year service milestone.

- Excellence Awards
 - Gaudenzia grant excellence awards to individuals who demonstrates clinical excellence. Service excellence is awarded to employees who go above and beyond to impact clients and assist them in reaching recovery and sets a positive example to clients, staff and customers. In order to be eligible to receive the excellence wards, an employee must have reached one year of service.