



BENEFITS SUMMARY – REGULAR EMPLOYEES

(Effective 5/1/2011)

VACATION: (At Interim, holidays and vacation time are combined and referred to as Vacation Leave.)

<u>Accrual Based on 40 Hour Workweek:</u>	<u>Each Pay Period</u>	<u>Approximate Full Year Equivalent</u>
<i>For employees hired into Regular positions before 1/1/2011:</i>		
Hire date to 1 st Anniversary	6.15 hours	20 days
1 st Anniversary to 3 rd Anniversary	7.69 hours	25 days
3 rd Anniversary to 5 th Anniversary	9.23 hours	30 days
5 th Anniversary and above	10.77 hours	35 days
<i>For employees hired into Regular positions after 1/1/2011:</i>		
Hire date to 1 st Anniversary	6.15 hours	20 days
1 st Anniversary to 3 rd Anniversary	7.08 hours	23 days
3 rd Anniversary to 5 th Anniversary	8.31 hours	27 days
5 th Anniversary to 10 th Anniversary	9.23 hours	30 days
10 th Anniversary to 20 th Anniversary	10.15 hours	33 days
20 th Anniversary and above	10.77 hours	35 days

Actual accrual is based on regular hours worked (not on any overtime hours), and will be prorated for eligible employees who work less than 40 hours per week.

SICK LEAVE: Based on a 40 hour workweek, you accrue at the rate of 6 hours per month (9 workdays per year). Actual accrual is based on regular hours worked (not on any overtime hours), and will be prorated for eligible employees who work less than 40 hours per week.

MEDICAL INSURANCE: For employees who work 20 hours or more per week, Interim offers three Anthem Blue Cross plans: 1) Lumenos 3500 HSA Plan, or 2) Lumenos 3000 HSA Plan, or 3) \$40 Co-Pay Plan. Interim pays the full Lumenos 3500 plan premium for an employee who works fulltime, 33 or more hours weekly (80% for a 32 hour schedule and 50% for a schedule of 20-31 hours). Employees who choose either of the other two plans will pay the difference in plan cost above the Lumenos 3500 plan. Dependent participation is at the employee's option and the employee must pay the entire dependent premium. Employees are eligible the first day of the month following two months' employment.

DENTAL INSURANCE: For employees who work 32 hours or more per week, Interim offers a preferred provider dental insurance plan through Guardian Dental Plans. Interim pays the full premium for the employee working fulltime (80% for a 32 hour schedule). Fulltime participants only may enroll dependents and the employee must pay the dependent premium.

VISION INSURANCE: For employees who work 32 hours or more per week, Interim offers a vision plan from VSP (Vision Services Plan) that is administered by Guardian. Interim pays the full premium for the employee working fulltime (80% for a 32 hour schedule). Dependents are not eligible.

LIFE INSURANCE: For employees who work 33 hours or more per week, Interim offers \$15,000 of group term life and AD&D insurance with Guardian. The premium is fully paid by Interim.

PAYMENT IN-LIEU OF MEDICAL INSURANCE: Interim pays employees who are eligible but decline medical insurance a monthly payment in-lieu (in place) of the insurance. Employees who work 33 hours or more per week must provide proof of other coverage. If an employee enrolls in dental or vision coverage, premium(s) will be deducted from the in-lieu amount. Employees who work 20-32 hours per week will receive a prorated amount and proof of other medical insurance is not required. In-lieu payments will commence the first of the month after two full months of employment.

EMPLOYEE ASSISTANCE PROGRAM (EAP): An EAP provides support and guidance for personal issues that affect your life and may affect your work. Examples are issues such as family relationships, financial pressures, dependent care needs, balancing work and home life, etc. Training and education resources are also provided. Regular employees have access to consult with a professional counselor by telephone, or face-to-face if needed.

RETIREMENT SAVINGS: Interim has established a 403(b) Plan to help you provide greater financial security for you and your family. The Plan helps you provide for your future financial security through personal savings, tax savings, and possible contributions from Interim, plus the potential investment returns on those savings.

The 403(b) plan offers you an easy way to save for your retirement through pre-tax and post-tax deductions from your paycheck. Neither the amount you choose to save, nor the earnings on those savings are taxed until you begin to receive payments from the plan. If you invest post-tax, those savings are not taxed further. Your account will be invested in funds that you choose, from a selection of investment vehicles offered by our plan through The Principal.

All regular employees are eligible to contribute beginning with their first full pay period. After the first year of employment in a regular position, Interim may match a portion of the amount you contribute. Currently we match 100% of your contribution, up to 3% of salary. You are immediately vested in your own contributions and any agency match. Interim may also make periodic discretionary contributions to those who are eligible for the agency match. There is a vesting schedule for discretionary contributions. Such contributions would be based on agency cost savings that result from operating efficiently and safely, and avoiding unnecessary costs. Decisions on matching contributions and any additional discretionary contribution are made annually by the Board of Directors.