



2023

# BENEFITS OVERVIEW



This is a summary of employee benefits provided by Inspire. The information included is provided as a quick reference tool only and is not a legal contract. members.

## Introduction

At Inspire Development Centers we believe our employees are our most important asset and deserve a quality benefit package. We continue to offer competitive programs and services to help our employees and their family achieve and maintain a healthy lifestyle, which includes mental health support and resources.

The 2023 Benefits at a Glance is prepared as a quick guide to acquaint you with benefits offered, providing a general overview to help you make selections that best fit your needs.

## INTRODUCTORY PERIOD

All new and rehired regular employees, and all current regular employees who have transferred or been promoted to a new position, shall be placed on Introductory Status. The introductory period gives an employee the opportunity to decide whether the position suits them and gives the organization the opportunity to decide whether the employee meets the expectations of the position. The introductory period is defined as 90 days or up to one year depending on the position. Upon successful completion of the introductory period, an employee will be transferred to full-time status and may be eligible for agency-sponsored benefits.

## HOLIDAYS

We know holidays are important times to spend with family and friends, for this reason Inspire Development Centers provides eligible employees with eleven (11) paid holidays each year.

### Holidays Observed

IDC observes the following eleven (11) holidays each year with paid time off for eligible employees:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth	Christmas Day
Independence Day	

If a holiday falls on a Saturday, it will be observed on the Friday before; if the holiday falls on a Sunday, it will be observed on the Monday following.

## VACATION

Inspire Development Centers believes it's essential and healthy for employees to rest and enjoy time away from work. Eligible employees will accrue vacation time. Vacation accruals may vary depending on the position. Newly hired Exempt level employees will automatically be given forty (40) hours of vacation time upon successful completion of their introductory period.

Employees may carry forward 120 hours of accumulated vacation time at the end of the calendar year. Any vacation in excess of 120 hours will expire without pay at the end of each calendar year. (For complete vacation policy, refer to Human Resources Policies and Procedures Manual.)

## PAID SICK AND SAFE LEAVE

Inspire Development Centers sincerely wishes to protect our employees against loss of income due to a bona fide personal sickness or injury which prevents them from coming to work. Inspire Development Centers provides paid sick and safe leave (“PSSL”) as outlined below for employees to utilize during illness or injury for themselves and their qualifying family members.

### Accruals Calculation

1. All (exempt, non-exempt, full-time, seasonal, part-time, and temporary) employees begin to accrue PSSL upon hire but are not eligible to use PSSL until ninety (90) days after the start of employment.
2. PSSL is accrued each pay period, at the following hourly rates:

Scheduled Hours	Accrual Rate per Every forty (40) Hours Worked
Full-time	1

A maximum of 160 hours of accrued and unused time will be carried over to the following benefit year. Any accrued and unused time over 160 hours will be lost.

## VISION PLAN

Inspire Development Centers’ vision plan is provided by Vision Service Plan (VSP). You may select any licensed provider; however, by selecting a participating provider, your vision exam expenses, and \$250 vision hardware allowance will stretch.

## DENTAL PLAN

Inspire Development Centers offers dental coverage through Delta Dental of Washington. You may select any licensed dentist; however, if you choose a PPO or Premier dentist, your out-of-pocket expenses may be lower. Non-network providers are allowed to bill for any charges not covered by the plan.

## TELEHEALTH

Virtual Care, anywhere. Connect with a doctor anytime, from just about anywhere, using our telehealth services. Telehealth with MDLive will allow you to connect to doctors and nurses 24 hours a day, 7 days. These services provide a more immediate and low-cost alternative to traditional “in-person” visits for common health issues like cold and flu, joint aches and pains, fever, bronchitis and more. Members are covered in full (\$0 copay) to access Virtual Care services.

## EMPLOYEE ASSISTANCE PLAN (EAP) – Work Partners

Inspire Development Centers offers a confidential counseling, assessment and referral service to you and your family members. The EAP provides unlimited access to consultants by telephone, resources and tools online, and up to six face-to-face visits with counselors for help with a short-term problem.

## **MEDICAL**

Inspire Development Centers is pleased to continue to fund a significant amount of the plan cost for employees and their dependents. Your share of premiums will depend on which Medical plan you choose: Value or Core.

## **BASIC LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)**

Inspire Development Centers provides a basic employer-paid “term” life insurance and AD&D insurance for all benefit eligible employees. Life insurance provides a lump sum of money to beneficiaries upon death of the insured.

Beneficiaries will receive payments whether the insured dies of natural or accidental causes. AD&D insurance provides an additional lump sum payment if death or dismemberment is the direct result of an accident.

## **VOLUNTARY LIFE INSURANCE**

Employees may purchase additional Life insurance for themselves and their eligible dependents. This benefit is voluntary and therefore paid entirely by the employee, if elected. To elect coverage for your dependents, you must enroll in coverage for yourself.

## **VOLUNTARY WORKSITE BENEFITS**

Inspire Development Centers provides employees the opportunity to purchase additional benefits.

- Accident, Critical Illness and Hospital Indemnity Insurance are available through AFLAC.
- Pet Insurance is available through Nationwide Insurance

## **STAFF DEVELOPMENT / TUITION ASSISTANCE**

Inspire Development Centers recognizes that the skills and knowledge of its employees are critical to the success of the organization. For this purpose, staff development assistance is provided to eligible and qualified employees to attend accredited college/universities of their choice (based on funding availability).

## **401k PROFIT SHARING PLAN**

To help employees achieve financial stability for retirement, Inspire Development Centers (IDC) offers a 401k Profit Sharing Plan. All full-time and part-time employees who are at least 18 years of age are eligible to participate following sixty (60) days of employment. Upon completing one year of employment, IDC will make a matching contribution equal to 100% of the first 6% of eligible pay that you contribute to the plan. Moreover, employees are immediately 100% vested in IDC’s contributions to the plan.

## **LONG TERM / SHORT TERM DISABILITY INSURANCE**

Inspire Development Centers provides disability insurance to Center Managers, Nurses, Program Office and Corporate Office staff.