

## **Our Benefits**

### **Medical Insurance**

Eligibility: Regular Full-Time Employees

Plan: Excellus BlueCross BlueShield Preferred Provider Plan (PPO)

Cost: Pathways, Inc. and Employees share the cost for coverage.

### **Dental Insurance**

Eligibility: Regular Full-Time Employees

Plan: Guardian Dental Preferred

Cost: Pathways, Inc. and Employees share the cost for coverage.

### **Vision Insurance**

Eligibility: Regular Full-Time Employees

Plan: Davis Vision

Cost: Pathways, Inc. and Employees share the cost for coverage.

### **Retirement Plan (401K, Roth)**

Eligibility: All Employees

Plan: John Hancock Retirement Services

### **Term Life and Accidental Death & Dismemberment (AD&D) Insurance**

Eligibility: Regular Full-Time Employees are covered by the plan on the first day of the month following full-time employment date of hire.

Plan: The Guardian

Cost: Pathways, Inc. pays monthly premium while you are employed full time.

### **Long-Term Disability (LTD) Insurance**

Eligibility: Regular Full-Time and Part-Time Employees working at least 30 hours per week

Plan: The Guardian

Cost: Employee pays entire cost. Premiums are calculated based on your age and annual salary and are subject to change.

### **Whole Life Insurance**

Eligibility: Regular Full-Time Employees

Plan: Security Mutual Insurance Company

Cost: Employee pays entire cost. Rates are based on the plan option you select.

### **Additional Short-Term, Accident and/or Term Life Insurance**

Eligibility: Regular Full-Time Employees

Plan: Combined Insurance Company

Cost: Employee pays entire cost.

### **Flexible Spending Account (FSA)**

Eligibility: Regular Full-Time Employees

Plan: EBS/RMSCO Benefit Solutions

Cost: Employee pays entire cost.

### **Regular Vacation Time**

Eligibility: Regular Full-Time and Part-Time Employees working at least 21 hours per week

Plan: New employees accrue the equivalent of 10 vacation days per year, pro-rated according to the number of hours you are normally scheduled per week. After three continuous years worked, you will accrue the equivalent of 13 vacation days per year, pro-rated according to the number of hours you are normally scheduled per week.

### **Bonus Vacation Time**

Eligibility: Regular Full-Time and Part-Time Employees working at least 21 hours per week

Plan: Bonus vacation days are awarded each year per the schedule below. The amount is pro-rated according to your normal week's work schedule.

- 🕒 1 year 1 bonus day
- 🕒 2 years 2 bonus days
- 🕒 3 years 3 bonus days
- 🕒 4 years 4 bonus days
- 🕒 5 to 9 yrs 5 bonus days
- 🕒 10 to 14 yrs 6 bonus days
- 🕒 15 to 19 yrs 7 bonus days
- 🕒 20 to 24 yrs 8 bonus days
- 🕒 25 years (+) 9 bonus days

### **Agency Observed Holidays**

Eligibility: Regular Full-Time and Part-Time Employees working at least 21 hours per week

Plan: In addition to the holidays scheduled below, four more holidays will be designated by individual programs or awarded as Optional Holidays.

- 🕒 New Year's Day
- 🕒 Memorial Day
- 🕒 Independence Day
- 🕒 Labor Day
- 🕒 Thanksgiving Day
- 🕒 Day after Thanksgiving
- 🕒 Christmas Day

### **Personal Leave**

Eligibility: Regular Full-Time and Part-Time Employees working at least 21 hours per week

Plan: Up to the equivalent of 3 days per year is granted to you to accomplish personal business that cannot be attended to during non-work hours or for emergencies.

### **Sick Leave**

Eligibility: All Employees

Plan: New employees accrue the equivalent of 10 workdays per year, pro-rated according to the number of hours you are normally scheduled per week. After three continuous years worked, you will accrue the equivalent of 13 sick days per year, pro-rated according to the number of hours you are normally scheduled per week.

### **Employee Assistance Program (EAP)**

Eligibility: All Employees

Plan: Family Service Society

Cost: Pathways, Inc. covers the cost of up to 5 visits for each family member per year.

### **Tuition Reimbursement**

Eligibility: Regular Full-Time and Part-Time Employees working at least 21 hours per week with at least one year of continuous employment

Cost: Any money paid for tuition reimbursement will be in the form of an advance. The advance will be forgiven provided you continue working for Pathways, Inc. for at least one (1) year after successfully completing the course.

### **Credit Union Memberships**

Eligibility: All Employees

Plan: Corning Federal Credit Union and/or First Heritage Federal Credit Union

Cost: No cost to join