

# Community Connections Employee Benefits Summary

**Full Time**  
**35+ Hrs/Week**  
**Health Insurance**  
**130+ Hrs/Month**

THIS BENEFITS SUMMARY IS PROVIDED AS A QUICK REFERENCE TO THE EMPLOYEE BENEFITS OFFERED.

DOCUMENTS ARE AVAILABLE THROUGH THE COMPANY WEBSITE, UNDER STAFF AT [WWW.COMCONNECTIONS.ORG/BENEFITS](http://WWW.COMCONNECTIONS.ORG/BENEFITS) OR CONTACT THE PAYROLL & BENEFITS MANAGER, 907-225-7825, EMAIL [BIANCA.JURCZAK@COMCONNECTIONS.ORG](mailto:BIANCA.JURCZAK@COMCONNECTIONS.ORG)

BENEFIT	ELIGIBILITY	ORIENTATION & WAITING PERIOD	ENROLLMENT	COVERAGE OPTIONS	BREAK IN SERVICE	WHEN COVERAGE ENDS
<b>HEALTH CARE SECTION A.4.05</b>	Employees working 130+ hours in a month and their dependents.	1 <sup>st</sup> of month after 90 days from date of employment.	Regular, benefited employees will be contacted prior to their eligibility date to complete paperwork, even if they will be declining coverage. Employees, not classified as benefited, who work 130+ hours in a month will be contacted immediately upon knowledge of eligibility and offered retroactive coverage for that month.	1) PPO Plan 2) HSA Plan 3) Dental/Vision Plan  Employees pay a portion of the premium based on the coverage selected. This plan allows premiums to be paid on a pretax basis, before federal and state taxes are deducted.	If you fall below 130 hours in a month, coverage will be retroactively terminated for that month. Once you work 130+ hours you may elect to enroll in coverage for that month. If you incur a break in service for a period of at least 13 weeks during which no hours of service were credited you must meet a new orientation and waiting period. However, the employee may be treated as a new hire if the period with no hours of service is at least four weeks long and is longer than the employee's period of employment immediately before the break in service.	Coverage ends on your last day of employment or the last day of the month in which you maintained full-time hours.
<b>HEALTH WAIVER</b>	Regular, full time active employees covered under another medical plan.	1 <sup>st</sup> of month after 90 days from date of employment.	You will be contacted prior to your eligibility date to complete paperwork, even if you are electing to decline coverage.	If eligible and employee waives CC health care coverage, employee can receive a monthly stipend of \$300.	You must maintain full time hours to be eligible to receive the health waiver in a month. If you fall below full time hours the health waiver is removed immediately from your paycheck. If you incur a break in service for a period of at least 13 weeks during which no hours of service were credited you must meet a new orientation and waiting period.	Coverage ends the month you terminate or fall below full time hours.
<b>EMPLOYEE ASSISTANCE PLAN (EAP)</b>	Regular, full time active employees and their dependents.	1 <sup>st</sup> of month after 90 days from date of employment.	Contact information available online or thru Payroll & Benefits Manager.	Confidential help with legal, personal and financial issues.	If you incur a break in service and fall below full time hours, you must meet a new waiting period.	Coverage ends when employment ends.
<b>GROUP LIFE INSURANCE SECTION A.4.05</b>	Regular, full time active employees.	1 <sup>st</sup> of month after 90 days from date of employment.	You will be contacted prior to your eligibility date to complete paperwork, you must designate beneficiaries.	Employee life and accidental death and dismemberment insurance. Benefit amounts: \$10,000 Life \$10,000 AD&D	If you incur a break in service for a period of at least 13 weeks during which no hours of service were credited you must meet a new orientation and waiting period.	Coverage ends on your last day of employment or the last day of the month in which you maintained full time status.

BENEFIT	ELIGIBILITY	WAITING PERIOD	ENROLLMENT	COVERAGE OPTIONS	BREAK IN SERVICE	WHEN COVERAGE ENDS
<b>PAID HOLIDAYS SECTION A.4.04</b>	Regular, full time active employees.	Eligible employees will receive holiday pay upon hire.	N/A	In general, CC observes 11 paid holidays.	When an employee does not maintain full time hours for a pay period they will not be eligible for holiday pay that pay period.	N/A
<b>PAID LEAVE SECTION A.4.01</b>	Regular, full time active employees.	Work full time each pay period for entire six month probationary period or after six month probationary period and working 1040 hours.	Paid leave is activated by payroll after meeting the coverage waiting period. Leave balances appear on your paystub once activated.	4 weeks in first year and an additional 1 day for each year of service up to a max accrual of 6 weeks per year.	When an employee does not maintain full time hours for a pay period they will not accrue hours for that period.  A leave borrowing option is available for certain qualified events; refer to the personnel policies and procedures manual for more information.	Employees who provide minimum notice prior to termination will be eligible to receive pay for their unused personal leave; up to 80 hours. Any remaining leave hours will be forfeited.
<b>BASIC RETIREMENT PLAN 401K SECTION A.4.07</b>	All employees.	Contributions can begin upon hire. After 1 year of service and 1,000 hours, eligible to receive employer match; 100% of the first 6% of an employee's contribution. You will have a 100% vested and non-forfeitable interest in your account after 5 years of vesting service.	Contact the Payroll & Benefits Manager	Roth contributions allow you to contribute on an after-tax basis.  Elective Deferral contributions allow you to contribute on a pretax basis, before federal income taxes are deducted.	You are entitled to receive a distribution from your account after you terminate employment. If you return to CC you maintain the employer match if eligible when you were terminated.	Contributions end when you are no longer on the payroll or choose not to make further contributions.
<b>OPTIONAL RETIREMENT PLAN 403B SECTION A.4.07</b>	All employees.	Eligible employees can make elective deferrals upon hire. There is no employer match. You will have a fully vested and non-forfeitable interest in your account.	Contact the Payroll & Benefits Manager	Roth contributions allow you to contribute on an after-tax basis.  Elective Deferral contributions allow you to contribute on a pretax basis, before federal income taxes are deducted.	You are entitled to receive a distribution from your account after you terminate employment.	Contributions end when you are no longer on the payroll or choose not to make further contributions.