

REGIONAL INTEGRATED HUMAN SERVICES, INC.

766 E Pittsburgh Street, Suite 206

Greensburg PA 15601

724-836-6215

SUMMARY OF BENEFITS

(These benefits are made available to all full-time, non-temporary employees.)

- **Paid Time Off**—Paid Time Off (PTO) is accrued beginning with the first pay period in the month following the employee's hire date. PTO is calculated by hours on a per pay (24 pays per year) basis. The calculation below reflects the increased hours earned per an individual employee's months of service.

<u>Length of Service</u>	<u>Hours Per Pay Period</u>	<u>Days Per Year</u>
0-12 Months	5.00	16
13-36 Months	7.50	24
37-120 Months	8.75	28
121 Months and over	11.25	36

- **Reserved Sick Leave**—Upon reaching the end of the employee's first year, and every year thereafter, any accrued and unused PTO in excess of 5 days will be transferred to the employee's Reserved Sick Leave.
- **Holidays**—RIHS recognizes eleven (9) days as agency paid holidays: New Years, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day.
- **Bereavement Leave** – RIHS provides all full-time regular employees with paid time off to attend the funeral of close relatives and handle matters associated with the death of a close relative.
- **Jury Duty** – An employee serving on jury duty is excused with pay for time lost providing he or she turns in written verification from the Jury Commissioner's Office.

HEALTH INSURANCE BENEFITS ARE AVAILABLE TO THE EMPLOYEE AND THEIR DEPENDENTS ON THE FIRST DAY OF THE MONTH NEAREST THE 90TH DAY OF EMPLOYMENT BUT NOT TO EXCEED 90 DAYS.

Health Insurance Coverage—RIHS provides coverage through UPMC to employees, their spouse and dependent children. Coverage types are (Individual), (Husband and Wife), (Employee and Child/Children) and (Family). (The Plan type is a PPO with deductibles).

THE FOLLOWING INSURANCE BENEFITS ARE AVAILABLE TO THE EMPLOYEE ON THE FIRST DAY OF THE MONTH AFTER 90 DAYS OF EMPLOYMENT AND ARE PROVIDED BY SUNLIFE.

- **Dental Insurance**—RIHS provides Dental Insurance through Assurant Dental to all employees and their dependents. There are four (4) different levels of coverage you can enroll under: (1) Individual Coverage, (2) Husband/Wife, (3) Single Parent Family Coverage or (4) Two Parent Family.
- **Vision Insurance**— RIHS provides Vision Insurance through VSP to all employees and their dependents. There are four (4) different levels of coverage you can enroll under: (1) Individual Coverage, (2) Husband/Wife, (3) Single Parent Family Coverage or (4) Two Parent Family.
- **Short-Term Disability Insurance**—RIHS provides a weekly benefit of short-term disability insurance coverage for all full-time, non-temporary employees up to 60% of their annual salary. Coverage is provided through Sun Life Insurance Company.
- **Long-Term Disability Insurance**—RIHS provides a monthly benefit of long-term disability insurance coverage for all full-time, non-temporary employees up to 60% of their annual salary. Coverage is provided through Sun Life Insurance Company.

REGIONAL INTEGRATED HUMAN SERVICES, INC.
766 E Pittsburgh Street, Suite 206
Greensburg PA 15601
724-836-6215

- **Life Insurance**—RIHS provides each full-time, non-temporary employee with a Life AD&D Policy with a face value of 1times your annual salary. Coverage is provided by Sun Life Insurance Company.

MISCELLANEOUS BENEFITS

- **Direct Deposit** - is offered to all employees. Paydays are on the 15th and the Last Day of the Month. The 1st paycheck **WILL BE DELAYED ONE** (1) pay period.
- **SKY Bank Debit Card** - is offered to all employees. You may designate a portion or all of your pay to be made readily available by debit card.