

# 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 (11) days as agency paid holidays: New Years, Martin Luther King Day, Good Friday, Memorial Day, Flag 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 90<sup>TH</sup> 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.

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- **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 15<sup>th</sup> and the Last Day of the Month. The 1<sup>st</sup> 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.