



Prairie

EDUCATION & RESEARCH COOPERATIVE

Employee Benefits

Revised 06-07

Benefit Time

Following are the types of benefit time available to PERC employees who meet eligibility criteria:

- 1.) Personal time
- 2.) Vacation time
- 3.) Sick time
- 4.) Holiday time
- 5.) Bereavement time

An eligible employee is one who has met the waiting period sited in each benefit time policy, has sought approval by the immediate manager, has appropriate amounts of benefit time accrued and has a full-time position.

Personal Time

An eligible employee begins to accrue personal time with the start of employment. However, a 90-day waiting period must be completed before personal time may be taken. Personal time is paid at the employee's base rate of pay.

Employees accrue personal time at a rate of 1.23 hours per pay period. Personal time may accrue up to a maximum of 80 hours. Any hours above 80 will be paid to the employee at the end of each calendar year. Personal time accrued, but not taken, will be paid upon termination at the employee's base rate of pay.

An employee's request for personal time is subject to approval by the immediate manager. At least 24 hours prior notice must be given.

Vacation Time

This vacation policy is intended to provide eligible employees an annual period of leisure time away from work for rest and relaxation. Upon employment, full-time employees (80 hours/pp) begin to accrue vacation time which may not be taken until after six months of continuous employment. During the first five years of employment, an employee accumulates 3.08 hours of vacation time per pay period (80 hours per year = 10 days); six to 15 years, vacation hours are earned at a rate of 4.6 hours per pay period (120 hours per year = 15 days); and after 16 years vacation hours are earned at a rate of 6.15 hours per pay period (160 hours per year = 20 days).

An employee must request vacation time from the immediate manager as far in advance as possible. The immediate manager is responsible for scheduling vacations and resolving any conflicts. Vacation may not be taken in advance of accrual. It may be accumulated from year to year to a maximum of 240 hours. Excesses above 240 hours of vacation time must be taken or lost. Pay in lieu of time off will not be allowed. Vacation benefits accrued but not taken will be paid upon termination of employment at the employee's base rate.

Sick Time

Sick time is provided for personal injury, illness, medical/dental appointments or care of dependent children. Employees are strongly encouraged to limit use of sick time in order to build sick time accruals in the event of a medical condition. A waiting period of 90 days must be completed before new employees may use sick time.

Beginning with the date of employment, an eligible employee accrues sick time at the rate 3.08 hours per pay period (80 hours per year = 10 days per year) of paid employment. An employee may accrue sick time up to a maximum of 480 hours. Employees will be paid at half the usual hourly rate for sick time accrued in excess of the 480 hours maximum at the end of each calendar year.

An employee who becomes ill or is injured during a regularly scheduled vacation or other paid leave will not be paid sick time benefits. Sick time may not be used to calculate overtime pay. Misuse of sick time will result in disciplinary action up to and including discharge.

At the discretion of the immediate manager, an employee may be required to see his/her physician for a release to return to work and meet with his/her manager to discuss the employee's ability to return to work.

Unused sick time will not be reimbursed after discontinuation of employment and sick time will not be paid during the last two weeks of employment.

Holidays

The following are recognized paid holidays of PERC:

- New Year's Day (January 1)
- Memorial Day (the last Monday in May)
- Independence Day (July 4)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the last Thursday in November)
- The Friday following Thanksgiving Day
- Christmas Eve (Office will close at NOON provided December 24 falls on a weekday)
- Christmas Day (December 25)
- New Year's Eve Day (Office will close at NOON provided December 31 falls on a weekday)

All full-time employees will be eligible for paid holidays. Employees on workers compensation or non-paid leaves of absence, PRN, or temporary employees are not eligible for holiday pay.

Bereavement Time

In the event of a death in the employee's immediate family, an employee may be paid up to three days bereavement time between the day of death and the day of the funeral. Immediate family is defined as the employee's spouse, son, daughter, mother, father, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, and daughter-in-law.

Bereavement pay will not be granted for any normally scheduled day off. Bereavement time will be substituted for any vacation, holiday, personal, or sick time that an employee is already using.

Accrued vacation/personal time or non-paid leave may be used in addition to bereavement time or for time off in the case of death of a significant individual not included in the definition of immediate family. This time must be requested by the employee and approved by the immediate manager.

Eligible employees are entitled to bereavement time beginning with the first day of employment. An employee is entitled to bereavement time at the employee's base rate of pay.

Leaves of Absence

Leaves of absence are granted to protect the employee's seniority and any accrued benefits, as well as to allow the employee to return to his position after a predetermined amount of time. Employees who accept other unauthorized employment during a leave of absence (except as approved during an educational leave) shall be considered to have terminated their employment without notice as of the date the leave began.

In general, a leave of absence is considered a privilege. In no instance are leaves granted automatically; the employee must request them. An employee wishing a leave of absence must submit a request in writing as far in advance as possible. This request must include (but is not limited to): length and purpose of leave and paid leave time available for use. Leaves are granted at the discretion of the manager and the approval of the Board of Directors. Any leave of absence shall be without pay.

An employee failing to return to work on the first working day following the expiration of the leave will be considered to have voluntarily resigned. If an employee does not return to work following a leave of absence, the termination date will be the last day worked.

Use of Accrued Paid Leave Time

Non-Medical

Before beginning a non-paid leave, the employee will be required to use paid leave benefits, such as vacation, and/or personal time. Sick time may be used only for the employee's own illness. Benefits will be paid in full based on the employee's scheduled hours at the time the leave begins. Employees may retain up to one week of accrued vacation/personal time based on the employee's regularly scheduled hours. Employees

must make arrangements with their immediate manager before their leave regarding insurance coverage.

Benefits during the Leave

During a leave of absence without pay the employee:

- Will not accrue leave time (vacation, sick, personnel, or holiday time) or receive any other benefits;
- May continue enrollment in-group health insurance, paying the total cost if off without pay for more than two pay periods.
- Will retain accrued benefits;
- Will maintain established seniority levels.
- Will not have usual salary reviews; review dates will be postponed by the amount of leave time.

Medical Leave

The Medical Leave allows that an eligible employee may be granted up to a total of 12 work weeks of unpaid leave during any 12-month period for one (1) or more of the following:

1. Because of the birth a son or daughter of the employee.
2. Because of a serious health condition that makes the employee unable to perform the functions of his/her position.

To determine the “twelve (12) month period” in which the twelve (12) weeks of leave may be granted, the following method has been chosen: the twelve (12) month period measured forward from the date any employee’s leave began.

If an employee seeks leave because of the birth of a son or daughter or an employee’s serious health condition, the employee shall be required to use all accrued Sick Time if the leave falls under the definition of “Sick Time.” It is the option of the employee to use any Vacation or Personal Time.

You may be eligible to apply & receive Short-Term Disability benefits when you are on Medical Leave. The employee must use all accrued Sick Time hours prior to receiving Short-Term Disability payments. It is the option of the employee to use any Vacation or Personal Time.

The employee must give at least thirty (30) days written request, which must be presented to administration. If the birth or serious health condition requires the medical leave to begin in less than thirty (30) in the event of a premature birth, for example-the employee must give as much notice as is practicable.

PERC shall require that an employee’s request for leave based on a birth or serious health condition of the employee be supported by a certification issued by the health care provider of the employee or family member. A certification will be considered sufficient if it states.

1. The date on which the serious health condition commenced.

2. The probable duration of the condition.
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition.
4. If the leave is requested due to a health condition of the employee, that the employee is unable to perform the functions of his/her position.
5. If intermittent or reduced-schedule leave is requested for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment.
6. If intermittent or reduce-schedule leave is requested for the employee's own health condition the necessity for such leave.

In cases where an employee has taken leave due to serious health condition of the employee, he/she shall be required to provide certification from a health care provider that the employee is able to resume work. All employees taking medical leave are required to report periodically to PERC management on the status and intention of the employee to return to work.

In case where failure to return to work is due to a serious health condition of the employee, the claim shall be supported by certification from the health care provider of the employee, a copy of which must be promptly submitted to PERC management. The certification must state that on the date leave expired the employee was unable to perform the functions of his/her job due to the health condition.

The taking of leave may not result in the loss of any employment benefits that had accrued to the employee prior to the tasking of leave, but employees are not entitled to accrue seniority or other benefits during the leave period.

Employees who go on medical leave will be maintained under a group health plan for the duration of their leave at the same level and under the same conditions of coverage that would have been provided had the leave not been taken. The employee is expected to pay his/her share of the appropriate premium by the first of each month. If an employee fails to return to work after the period of leave has expired, however, PERC may recover from the employee the full premiums paid for maintaining coverage during the leave period. Premiums will not be covered by PERC when the reason for the employee's failure to return is due to a recurrence, continuation or onset of a serious health condition of the employee due to other circumstances beyond the employee's control.

Jury Duty/Court Appearances

An employee who serves on jury duty or as a court witness for PERC will be paid the difference between base pay and the payment received as a juror or witness.

An employee receiving a summons for jury duty or court appearance must inform his/her immediate manager as soon as possible. The immediate manager will then arrange necessary time off. If excused by the court, the employee must return to work if excused before 2:30 p.m. for Springfield jury duty and 1:30 p.m. for jury duty outside Springfield.

An employee must present to the bookkeeper a copy of the check stub from the court stating the amount paid while serving as a juror. This amount will be deducted from the

next paycheck since full payment for all scheduled hours is made by PERC at the time jury duty is being served.

An employee involved in any other civil or criminal matter may request accrued, paid time, such as vacation or personal time.

Tax-Deferred Annuities

The Internal Revenue Code provides that employees of a non-profit institution may participate in a tax-deferred annuity program, on a pretax basis, through a group plan or through specified individual plans. Plans are subject to maximum withholding limits each calendar year as defined in current tax guidelines. These plans provide for additional retirement savings. Taxes will be paid on the deferred amount at the time it is withdrawn from the program.

Continuing Education and Certification

PERC encourages continuing education by offering financial assistance to eligible employees to attend education events. To be eligible for financial assistance for an educational event, the employee must work full-time for six months prior to the request. All requests will be reviewed and approved by the PERC Director/COO. Approval will be based upon meeting content, prior attendance and employee performance. Expenses to be covered include travel, tuition, motel and meals.

PERC also encourages all Study Coordinators to obtain Association of Clinical Research Professionals (ACRP) certification. To be eligible for the Study Coordinator certification incentive program each staff member must have two years experience coordinating research studies. PERC will pay for each Study Coordinator to take the review course and the exam once. If the first attempt is unsuccessful, future efforts will be at the employee's expense. When the Study Coordinator passes the test, he/she will receive a \$250.00 bonus and an increase in salary of .25 per hour. Study Coordinators are expected to earn continuing education hours to retain ACRP certification at their own expense. Failure to do so will result in loss of salary differential effective on the day of certification expiration.

Insurance Benefits

Basic health, life and disability insurance policies are provided for eligible PERC employees. PERC will pay the premiums for life and disability coverage. Employee cost for health insurance premiums are calculated on an annual basis. Changes in insurance coverage may be made only when a life event occurs. A life event is defined as a change in marital status, loss or gain of a dependent impacting plan status, loss or gain of a spouse's benefit coverage, or a major continuing change in scheduled hours.

Eligibility

Employees scheduled to work full-time are eligible for single premium insurance coverage. If an employee works a minimum of 40 hours per pay period, he/she will be eligible for insurance coverage. Sign-up should occur at time of employment. Coverage becomes effective one month following employment.

Effect on Social Security

Under the salary reduction and insurance benefits plan, employees pay these amounts before federal and state taxes are withheld. Since Social Security amounts are determined by using a formula that includes FICA taxable income, the use of salary reduction may have a slight effect on Social Security benefits employees may receive at a later date.