

# Centre County Recycling & Refuse Authority



## EMPLOYEE BENEFITS PACKAGE INFORMATION

*Benefits become effective thirty (30) days from date of hire.*

EMPLOYER PROVIDED BENEFIT	COVERAGE	PROVIDER/ADDITIONAL INFORMATION
HEALTH COVERAGE	\$2000/Single \$4000/Family	Capital Blue Cross PPO – Health reimbursement account is funded by the Authority to cover employee's deductible.
PRESCRIPTION PLAN	Employee/Family	National Pharmacy Network
DENTAL COVERAGE	Family	Delta Dental
VISION PLAN	Family	Davis Vision
LIFE INSURANCE	Employee Only	Equivalent to annual salary.
DISABILITY INSURANCE	Employee Only	Long term – after 90 days.
UNIFORMS	Employee	Provided by uniform rental service.
401 (K) CARING/SHARING PLAN	Employee	* Enrollment eligibility - 2 Years from date-of-hire 0-15% Annual employer contribution. [Vested after three (3) years of employment]

*100% provided by employer – Centre County Recycling & Refuse Authority*

**EMPLOYEE ASSISTANCE PROGRAM** – retained by the CCRRA, Mazzitti & Sullivan can provide personal, confidential assistance (*counseling, etc.*) to employees at no cost to the employee. Call 1-800-543-5080 or email at [info@mseap.com](mailto:info@mseap.com).

### OPTIONAL BENEFITS (require employee contributions)

457 RETIREMENT PLAN	Up to 20% of gross salary - Employer will match 5%
FLEXIBLE SPENDING ACCOUNT	Employee contributes with pre-tax dollars
CANCER INSURANCE	Manhattan Life Assurance Company of America
SUPPLEMENTAL LIFE INSURANCE	Guardian
VERIZON WIRELESS EMPLOYEE DISCOUNT	

## LEAVE ACCRUAL – ABSENCE – HOLIDAYS

VACATION ACCRUAL	13 days/yr. – Four (4) hours per pay period
SICK TIME ACCRUAL	6.5 days/yr. – Two (2) hours per pay period
PERSONAL DAY ACCRUAL	Two (2) days/yr. – One (1) day every six (6) mnths.
FUNERAL ABSENCE	Three (3) days/immediate relatives One (1) day/extended family
CCRRA PAID HOLIDAYS	New Year's Day – Memorial Day – 4 <sup>th</sup> of July – Labor Day – Thanksgiving – 1 <sup>st</sup> Day of Deer Season – Christmas Day

- Hourly employees can accumulate compensatory hours in lieu of overtime – maximum 24 hours.
- Time off during the first 1040 hours (six months) must be taken without pay.
- After one year of service, an employee will be paid for accrued vacation time upon cessation of employment. [\*with two weeks' notice and return of Authority property]
- Payment for accrued sick time is dependent upon the total hours accrued. [\*with two weeks' notice and return of Authority property]
- Sick time may be converted annually to vacation time at a ratio of 2:1 (16 hrs. sick = 8 hrs. vacation).

## GOOD TO KNOW

- All new employees are appointed to a probationary status for a period of 1040 hours (six months.)
- All employees are paid on a biweekly basis (two week pay periods).
- A workweek is defined as the consecutive 7-day period commencing on a Sunday (12:00 A.M.) and ending on Saturday (11:59 P.M.).
- If an employee is called back to work after the regular workday, they shall be paid a minimum of 2 hours.
- Employees securing commercial driver licenses are eligible for reimbursement of the difference in cost for such license.
- Employees and their relatives are eligible to participate in the PA State Employees Credit Union, which offers a wide range of financial services.
- Employees are regularly provided hats, t-shirts, gloves and other safety equipment.
- Employees that have health insurance coverage under another plan are eligible to waive health insurance provided by the Authority and, provided the employee can show proof of coverage, will receive either \$190.00 per month in additional wages or \$220.00 per month contributed to their Fulton Financial Retirement Plan.