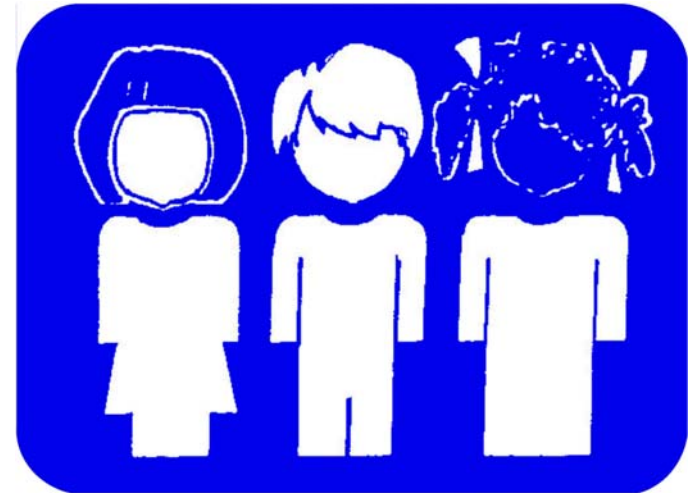


UMATILLA-MORROW HEAD START, INC.



"The Nations Pride"

HEAD START

*Benefits That
Compliment Your
Paycheck.*

This fringe benefits booklet was developed to further enhance knowledge of what benefits are available to UMCHS, Inc. staff. As you will see, there are many hidden benefits to take advantage of, as well as benefits outlined in our employment policies.

UMCHS, Inc. MISSION STATEMENT

The on going development of Umatilla-Morrow Head Start, Inc. as an agency is guided by the agency's mission statement.

Umatilla-Morrow Head Start, Inc. is a caring, innovative network of quality individuals working in partnership with others to strengthen families and communities.

Types of Insurance

Pacific Source

As an employee you are eligible for employer paid health insurance. This coverage also provides for a \$10.00/50.00/75.00 co-pay prescription card. The deductible is \$1,500.00 and resets January 1st. Our health insurance also offers a preventative package that includes:

- Well Baby checks
- Female exams

Male physicals (every 2 years)

Chiropractic Care

These items have no effect on your insurance deductible.

Oregon Dental Service-ODS

This insurance provides for preventative care for annual teeth cleaning and cavities.

VSP

UMCHS, Inc. contracts with VSP for vision exams and eyewear.

Employee Assistance Plan-Mental Health Network (MHN)

Employees and their immediate family members are eligible to use the EAP service. In Special cases, other dependent family members may also be available. Toll Free

Group Term Life Insurance

This insurance offers a \$10,000 benefit.

Benefit Worksheet

Annual Salary \$ _____

Health Insurance (357.24 × mo. worked) \$ _____

Dental Insurance (34.48 × mo. worked) . \$ _____

Leave

Vacation/Annual Leave..... \$ _____

(Hourly wage × months worked × hours a day)

Floating Leave..... \$ _____

(Hourly wage × 2 days × hours a day)

Sick Leave..... \$ _____

(Hourly wage × months worked × hours a day)

Bereavement..... \$ _____

(Hourly wage × 5 days × hours a day)

Holidays \$ _____

(Number of paid Holidays × hourly wage × hours a day)

Other

Retirement (Gross annual salary × 7%) .. \$ _____

Wellness Walk \$ _____

(Hourly wage × .5 hours a week × months worked)

Physical Fitness Achievement \$ _____

(Hourly wage × hours a day ÷ ½)

SAIF (Annual salary × 1%) \$ _____

Social Security (Annual Salary × 7.65%) \$ _____

Unemployment (Annual salary × 3.1%) . \$ _____

Training/Education..... \$ 150

Physical Exam..... \$ 65

Total..... \$ _____

Types of Leave

Example of Benefits: Child and Family Advocate (BA Level) 11.5
month position

Salary\$33925/year

Insurance

Health Insurance.....\$4896/year

Dental Insurance.....\$459/year

Life Insurance.....\$38/year

Leave

Vacation Leave.....\$1771/year

Floating Leave.....\$272/year

Sick Leave (up to)\$1771/year

Bereavement Leave (up to 5 days).....\$681/year

Holidays.....\$1703/year

Other

Retirement\$3157/year

Wellness Lunch\$88/year

SAIF

(State Accident Insurance Fund)\$324/year

Social Security.....\$2476/year

Unemployment\$1003/year

Training/Education.....\$150/year

Total.....52,864.00

Annual/Vacation Leave Accrual

0 - 60 months = 8± hours a month

60 – 120 months = 12± hours a month

120 - = 12 hours + 2 days

* These numbers are based on a 40 hour work week.

Floating Leave

3 days per grant year (June 1 – May 31)

Sick Leave

Is accrued by the number of hours worked in a week divided by 5. For example a 40 hour employee would be eligible for 8+- hours of leave after working one month. To encourage wellness, UMCHS, Inc. will provide incentive payment to employees who have accumulated 480 hours of sick leave. For each subsequent month that an employee retains the 480 hour minimum he/she will be eligible to receive a sick leave pay off payment to be paid May 31 and November 30 of each year. The sick leave pay off is calculated by multiplying the employee's hourly wage by half the number of hours earned during the six month period.

Jury Duty

Employees summoned to jury duty shall be granted leave of absence with pay. The employee shall be paid their regular earnings, less the per diem compensation received for his/her performance of jury duty.

Reservist Leave

Employees who are active United States military reservists are allowed time off for active duty obligations.

Military Leave

This type of leave is granted to persons who volunteer or who are drafted for service.

Funeral Leave

Death in the immediate family of an employee shall constitute grounds for this leave. This leave shall include time required for travel to and from the funeral up to a limit of (5) days per program year.

Paid Holidays

- New Year's Eve Day and New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Eve Day and Christmas Day

Retirement

Tax Sheltered Annuity (TSA)

After 12 consecutive months of employment, employees are eligible for an employer paid Tax Sheltered Annuity (TSA) that will be paid at a rate of 5% of your gross earnings per month. The Agency will match up to an additional 3% of your contribution

Other Fringe Benefits

Flexible Spending Account (FSA)

This plan enables the employee to deduct health insurance costs including premiums and child care from their check at a pre-tax rate.

	Without FSA	With FSA
Salary	1,500.00	1,500.00
Pre-Tax ins.	0.00	(200.00)
Adj. Salary	1,500.00	1,300.00
Taxes @ 30%	(450.00)	(390.00)
Net Salary	1,050.00	910.00
After Tax ins.	(200.00)	0.00
Take Home Pay	850.00	910.00

Safety

Staff members will receive 1 Froggie Dollar for attending a safety committee meeting. Sites not having a single accident, staff only, for the entire quarter will be awarded one Froggie Dollar per person. Froggie Dollars will be awarded by the HR Department.

Catch me at my Best

Staff members receiving a "Catch me at my Best" recognition will receive 1 Froggie Dollar in addition to a frog.

Frog Store

The agency "Frog Store" will be available for staff to spend earned Froggie Dollars. Staff will have the opportunity to spend Froggie Dollars at agency staff meetings.

Other Benefits Related To Head Start

Car Seat Rental

As an employee you are eligible to borrow car seats at no charge.

Perkins Loan Repayment

If you received a Perkins loan through a college or university you might be eligible for loan cancellation for every school year that you work with Head Start. To find out more contact the institution you attended.

Pre-Employment Physical

During the post offer phase of hiring, perspective employees receive a physical exam by the doctor of their choice.

Froggie Dollars

Fruit & Vegetable/Physical Activity Log: Staff members can earn up to 5 Froggie Dollars per person per month for a completed log. Logs must be turned in to the Human Resources Assistant within 15 days of the month in order to receive credit. Froggie Dollars will be awarded by the Human Resources Assistant at the Main Office when s/he receives the completed logs.

Non-Use of Sick Leave: Staff members not using any sick leave during a quarter will be awarded 3 Froggie Dollars per quarter.

Quarters are defined as:

Q1=January-March Q2=April-June

Q3=July-September Q4=October-December.

Froggie Dollars will be issued by the Fiscal Department.

Wellness Promotion

Employee Morale, Wellness Program

To promote Employee Morale/Wellness at UMCHS, Inc. the agency provides for certain activities to increase the well-being of employees. Such activities include:

- **Wellness Walks**
Staff are allowed one, half-hour “Wellness Walk” per week with supervisor approval.
- **Promotion of a Healthy Lifestyle**
UMCHS, Inc. encourages all staff to adopt a healthy lifestyle that includes physical activity and nutritious foods. To help staff accomplish this, UMCHS encourages staff to track their physical activity and fruit and vegetable consumption on the *Physical Activity and Fruit/Vegetable Log*.
- **Wellness Day**
UMCHS, Inc. sets aside one day a year to celebrate Wellness. Wellness Day is held in April or May and is open to staff and parents. Staff and parents who participate in Wellness Day are offered the opportunity to have their blood drawn for a complete Health Fair Panel. The results of the Health Fair Panel include cholesterol levels, blood glucose, triglycerides, electrolyte levels and measures of liver and kidney function. UMCHS encourages staff and parents to share the results of the Health Fair Panel with their health care provider and to use the results as tool for monitoring and improving their overall health.
- **Smoking Cessation Classes**
Classes are available upon request.

- **Health Club Memberships**

Employees are eligible for corporate membership rates at the Pendleton Athletic Club, The Fitness Center, Club 24 and the Columbia Court Club in Hermiston.

Payroll

Payroll is distributed on a bi-monthly basis. You are given the option to have your paycheck deposited electronically into your financial institution.

Here is a list of taxes that UMCHS, Inc. pays for staff:

- S.A.I.F. (1% of gross)
- Social Security (7.65% of gross)
- Unemployment (3.1% of gross)

Payroll Deductions

Staff are allowed an additional electronic deposit to their institution

Education/Training

To further enhance job skills in your current position UMCHS, Inc. offers up to full payment for trainings, seminars or college courses. You are also eligible for \$50.00 to use towards CPR/First Aid, Food Handlers Certificate etc.

Summer Retreat

This annual event is held in July and centers around Strategic Planning and Goal Setting for the agency. (Staff, P.C., Board)

Employee of the Month

Employee of the Month will be selected from September through April. The winners from each month will be considered for the Employee of the Year Award. The Employee of the Year is selected by an online majority vote. The announcement and presentation for the Employee of the Year will be made at the Revision or Wellness Day.

Nominations for the Employee of the Month must reach the Awards Committee at the Hermiston Main Office by the first of each month. The application must be completed and submitted to the Awards Committee who will review, then score applications and make a decision within one week. Announcement and presentation of the award will be made at the Employee's work site in a special manner. If a nominee for one month is not selected, a new application needs to be submitted for that employee to be considered in a subsequent month. Employees cannot receive the award more than one month out of the year.

The Employee of the Month will receive flowers, recognition on The Employee of the Month plaque, a special page on the company website and a \$25 Gift Certificate. The Employee of the Year will also receive a bouquet of flowers, a special insignia denoting "Employee of the Year" on the Employee of the Month plaque, and a \$50 Gift Certificate.

Center Spotlight

Each month teams will have the opportunity to submit ideas for the Center Spotlight section of the company website. The Center Spotlight was created to highlight special activities taking place within the agency. In the event there is more than one submission, the Awards Committee will choose the center to appear on the website and save the additional idea (s) for future months.