

Below is a summary of benefits available. All benefits, compensation, special recognition and reward programs offered by Bradford-Tioga Head Start, Inc. are subject to change without notice. Please refer to each benefit's summary plan document for specific coverage information and/or contact Human Resources with any questions about your benefits.

BENEFIT	FULL-TIME/HS80	HS60	PART-TIME
<p>Medical and Prescription Drug Coverage</p> <p>Cost share through payroll deduction. Available first of the month after date of hire.</p>	X	X	<p>X – medical eligibility will be determined based on hours worked in accordance with the Affordable Care Act (ACA).</p>
<p>Vision Coverage</p> <p>Cost share through payroll deduction. Available first of the month after date of hire.</p>	X	X	
<p>Dental Coverage</p> <p>Cost share through payroll deduction. Available first of the month after date of hire.</p>	X	X	
<p>Group Life Insurance</p> <p>Employer paid. Available first of the month after date of hire. <i>Part time eligibility is determined based on hours worked.</i></p>	X	X	<p>X – Substitute Aides and part time staff working less than 20 hours per week are not eligible for this benefit.</p>
<p>Group Long Term Disability Insurance</p> <p>Employer paid. Coverage for non-work related illness/injury. Available first of the month after the date of hire.</p>	X		
<p>Group Voluntary Short Term Disability Insurance</p> <p>Employee paid. Coverage for non-work related illness/injury. Available first of the month after date of hire.</p>	X	X	

Paid Time Off (PTO) X X

Calculated based on start date; hours are determined based on job classification and years of service. (see section 8.2)

Paid Sick Days. X X

Calculated based on start date; hours are earned and awarded every pay period.

Paid Holidays. X X X – Available to part time staff working at least 30 hours per week.
Available immediately.

Retirement Plan. X X X

Eligibility is determined by plan guidelines.

Paid Bereavement Leave. X X

Available immediately.

Family and Medical Leave Plan. X X X

Available for employees who have worked a minimum of 12 months and 1,250 hours.

Other Leaves of Absence. X X X

Eligibility determined through approval process.

Jury Duty Leave. X X

Educational Assistance. X X

Subject to availability.
