



Human Service Agency

Benefits Summary

The Human Service Agency offers a competitive benefits package for full-time and part-time employees. This information is only a general guide to benefits offered. Full details are listed in the agency's personnel policy manual.

Medical Insurance (Sanford Health)

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- The agency pays up to 100% of costs, if employee chooses single coverage.
- The agency offers a traditional Copay Plan and HDHP HSA Plan.

Dental Insurance (Delta)

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- The agency pays 100% of costs, if employee chooses single coverage.
- Coverage options for single, employee & spouse, employee & child(ren), family.

Vision Insurance (VSP)

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- Employee pays cost bi-monthly. Coverage options for single, employee & spouse, employee & child(ren), family.

Flexible Spending Accounts (FSA)

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- FSA's provide you with an important tax advantage that can help you pay health care and dependent care expenses on a pre-tax basis.

Health Savings Account (HSA)

- HSA Vendor is through Discovery/WEX
- Human Service Agency contributes to employees HSA account - Calendar Year contributions:
 - \$500 for single
 - \$750 for employee +1
 - \$1,000 for family

Basic Life/AD&D and Voluntary Life

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- Human Service Agency provides full-time employees with one (1) times their annual salary to a maximum of \$50,000 for life and accidental death and dismemberment (AD&D) insurance.
- Options to purchase additional life coverage on self & family members.

Retirement 401(k)

- Full-time and part-time employees are provided an opportunity to participate in the 401(k) plan. Human Service Agency will match up to 2% of staff 401k deferrals.

Employee Assistance Program (EAP)

- The Human Service Agency offers full time employees and their immediate family (family defined as spouse and minor children) with confidential counseling and referral services to address any personal or relationship issues causing distress in his/her life.

Tuition Reimbursement

- The HSA Foundation has created a scholarship fund for employees of HSA. A maximum of \$500 is available for each request. Up to \$1000 per fiscal year is available to full time and part time employees who have been employed by HSA for one year prior to the request for a scholarship.

Referral Program

- If the person you referred is hired and completes 1 month of employment from hire date, you will be eligible for \$50. If referred person completes 3 months of employment from hire date, you will be eligible for an additional \$100.

Annual Leave

- Exempt employees receive 152 hours vacation time each year. After 2 years of employment, this will increase to 192 hours.
- Non-exempt employees receive 112 hours vacation each year. After 5 years of employment, this will increase to 152 hours.
- Part-time employees earn one hour of paid time off for every 16 hours worked. Part-time employees can accrue a maximum of 80 hours.
- All employees are eligible for a free vacation day during the month of their birthday.

Sick Leave

- Full-time employees begin accruing sick leave at approximately eight (8) hours each month up to a maximum of four hundred eighty (480) hours.
- Less than 40 hours worked will be pro-rated.

Holidays

- Paid holidays are given to all fulltime employees. If the fulltime employee is less than 40 hours, the holiday pay will be prorated.
- New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day.

Family Medical Leave Act (FMLA)

- The Human Service Agency grants up to 12 weeks to care for an eligible family member with a serious injury or illness (or up to 26 weeks of military caregiver leave to care for a covered service member) during a 12-month period to eligible employees.

Other Benefits

- Wireless Plan Discount
- Yearly company picnic and Christmas party
- Anniversary & Birthday incentives
- Elective Benefits (Aflac)
- Flexible Scheduling
- \$500 Sign-On Bonus during your 1st year of employment!