

## Employee Benefits

**Insurance Benefits** - For employees regularly working 30 hours/week or more

### Health Insurance

- 100% paid by Amarillo Children's Home (ACH) for Employee's coverage
- Dependent coverage available at a cost to Employee
- Includes co-pay for routine office visits, preventive care with \$0 co-pay, mental health counseling, income-based deductibles, prescription drug card, & wellness incentives
- Vision plan is included

### Dental Insurance (Optional)

- ACH pays half of the cost for Employee; employee cost is \$24.25/month
- Dependent coverage for family available at additional cost

### Life and Disability Insurance

- A \$15,000 policy is provided at no cost to employees

## Paid Leave Benefits

### Holidays

- Nine designated days for full-time administrative staff
- Full-time Direct Care staff (those who supervise children in the homes) receive nine floating holidays per year

### Personal Leave

 - to maintain a healthy work/life balance

Available for full-time employees at 3 months after hire date on a pro-rated basis.

### Schedule

1-2 years of service	10 days per year
3-4 years of service	12 days per year
5-9 years of service	15 days per year
10 <sup>th</sup> year and beyond	20 days per year

Reduced schedule is available for regular part-time staff working 20-29 hrs/week (see policies)

### Sick Leave

 - For medical and health-related absences for self or immediate family

- Available after completion of Orientation Period (generally 90 days) for full-time staff
- Accrues beginning on hire date; 9 days per year up to a maximum accrual of 25 days

**Maternity/Paternity Leave** 5 days in addition to personal or sick leave as applicable; available after 1 year of employment.

**Bereavement and Jury Duty** (as indicated in policies; policies available on request)

## Retirement Plan

**401k Plan** - Available after 1 year of service for those who work 1000 hours or more per year

- Employee chooses how much to contribute through payroll deduction
- ACH matches dollar for dollar up to 3% of the employee's annual wages

## For Family Teachers (House Parents) - Housing, Utilities, Groceries & Supplies

An unfurnished 2 bedroom apartment with utilities is provided (basic cable included; internet and expanded cable are paid by employees)

Basic household goods and cleaning products are provided

A base amount of grocery funds are provided to assist Family Teachers with food costs

**Relocation Assistance** – For Family Teachers – up to \$1,000 (forfeited if less than one year's tenure).

**Assistant Family Teachers** – may qualify for up to \$500 - see Relocation Benefit Terms (1 year's tenure required).