

# Benefits Eligibility

**Full time employees** shall be eligible for all benefits outlined in Bethany's Personnel Policy Manual.

**Part time employees** *working 20 hours or more* shall be eligible for benefits on a percentage basis of time worked. For example, employees working 32 hours per week shall receive 80 percent of the health insurance premium, vacation, sick days, etc.

**Part time employees** *working less than 20 hours* per week are not eligible for benefits, except those mandated by state or federal law.

**Temporary employees** are not eligible for sick leave, paid vacations, or other benefits.

**Independent contractors and volunteers** are not eligible for any benefits.

For a complete explanation of employee benefits, see Bethany's Personnel Policy Manual Section IV at [bethany-qc.org/employment](http://bethany-qc.org/employment).



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(309) 797-7700

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(563) 324-9169

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Muscatine, Iowa 52761  
(563) 262-9401

115 S 2nd Street #6  
Maquoketa, Iowa 52060  
(563) 652-6473

215 6th Avenue S  
Clinton, Iowa 52732  
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103 3rd Street  
Carbon Cliff, Illinois 61239  
(309) 796-9000

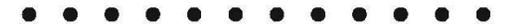
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# Employee Benefits



***Employee Benefits at  
Bethany for  
Children & Families***

[www.bethany-qc.org](http://www.bethany-qc.org)

# Bethany Employee Benefits

## Health Insurance

Bethany for Children & Families offers health insurance under UnitedHealthcare Choice Plus.

## Office Visit Co-Pays

\$30 Primary / \$60 Specialist

## Calendar Year Deductible

\$2,000 Single / \$4,000 Family

No prescription deductible

## UnitedHealthcare Motion

Staff members who participate in Bethany's insurance plan are automatically enrolled in UHC Motion, a wellness regimen that encourages a healthier lifestyle through moderate exercise. Staff members can earn up to \$3 per day, which can be applied against medical expenses billed through UHC. Furthermore, if the staff member meets 60 percent of UHC Motion goals, employee premiums are reduced by 5 percent.

## HealthiestYou

Staff members who participate in Bethany's insurance plan are automatically enrolled in HealthiestYou, which provides 24/7 physician access via web or a smartphone app.

## Rally

Staff members who participate in Bethany's insurance plan are automatically enrolled in Rally, which provides additional information about your health and incentivizes making healthy choices through rewards and drawings.

## Flexible Spending Account

\$840 Single / \$1,200 Family / \$500 Carryover

The FSA plan allows participants to add pre-tax dollars to their own contributions to the agency contribution, regardless of participation in health plan.

## Dental Insurance

Bethany's dental coverage is self-insured, administered by Group Services.

## Pension

An employee either begins receiving Bethany contributions to a 403(b) pension plan the 1st of the month after hire, or the 1st of the month after the one year anniversary date, depending on the number of non-profit hours previously worked. These contributions are calculated at 8 percent of each employee's bi-weekly earnings. There is a tiered vesting schedule of 20 percent after the first 2 years of employment which increases by 20 percent every year thereafter until 6 years of employment would put the individual at 100 percent vesting status.



## Holidays

Employees receive the following paid holidays while employed at Bethany for Children & Families.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve afternoon
- Christmas Day
- New Year's Eve afternoon

## Annual Leave

Beginning employment, vacation time is earned at the rate of one working day for each month with the exception of zero days earned during June and December. The vacation day is only earned on the last calendar day of the specific month. After an employee has worked 12 months, vacation is earned at the rate of two working days for each month with the exception for zero days earned during June and December. Employees may accumulate a maximum of twenty-four vacation days.

## Sick Leave

Full-time employees earn sick leave at the rate of one day per month, 12 months a year to a maximum of 90 days accrued. Part-time employees earn sick leave on a prorated basis.

## Additional Leave

Employees may be granted family and/or medical leave, educational leave, bereavement leave, time off for jury duty, and time off to attend "active duty training" or respond to a national emergency as part of the National Guard and other military units.

## Additional Benefits

- Bethany provides limited educational aid for full-time staff to attend workshops, institutes, seminars, and college courses.
- In appreciation for long-term continuous employment, employees receive a bonus of one month's salary after 10 years of continuous service and every five years of continuous service thereafter.



Keeping *children* safe, strengthening *families*, and building healthy *communities* since 1899.