

BENEFITS AT A GLANCE

Effective: July 1st, 2016



Benefit and Provider	Insurance Info (policy #, website, phone)	Who is eligible	Cost to Employee	Eligibility	MISC Details
Medical - Kaiser	www.kp.org #13014 800-813-2000	Full time employees (30 + hours) and Part time employees (20 to 30 hours)	\$20 per paycheck 50% of full cost for part time ees	1 st of the month following or contingent with 60 days of employment in the benefited position..	Free Nurse Advice Line 800-813-2000 For employees, transferring from part to full time, wait time varies, check with HR.
Medical – Kaiser Added Choice	www.kp.org/addedchoice #13014	Full time employees (30 + hours) and Part time employees (20 to 30 hours)	\$75 per paycheck 50% of full cost for part time ees	1 st of the month following or contingent with 60 days of employment in the benefited position.	For employees, transferring from part to full time, For employees, transferring from part to full time, wait time varies, check with HR.
Dental – Willamette	www.willamettedental.com 503-952-2000	Full time employees (30 + hours) and Part time employees (20 to 30 hours)	50% of full premium for part-time ees	1 st of the month following or contingent with 60 days of employment in the benefited position.	For employees, transferring from part to full time, For employees, transferring from part to full time, wait time varies, check with HR.
Dental – MODA (Delta Dental)	www.modahealth.com 800-452-1058 #10006528	Full time employees (30 + hours) and Part time employees (20 to 30 hours)	50% of full premium for part-time ees	1 st of the month following or contingent with 60 days of employment in the benefited position.	For employees, transferring from part to full time, For employees, transferring from part to full time, wait time varies, check with HR.
Life – Basic coverage and AD&D – UNUM	www.unum.com #605017	Employees working 20+ hours a week (subs excluded)	\$0 (paid by Janus)	1 st of the month following 6 months of employment.	\$10,000 paid by employer for benefited category. Additional benefit might be available in cases of dismemberment under AD&D
Flex Plan – Pacific Source – Section 125	www.pacificsource.com/psa 541-485-7488	As above	Employee responsibility	1 st of the month following 60 days of employment in the benefited position. Pre-tax benefit (med and dependent care expenses)	Annual Max \$2,550 for med, and \$5,000 for dependent care. Carryover of \$500 can be applied.
401K Pension Plan – Standard Insurance	www.standard.com/retirement 800-858-5420 #23-7345990	All Employees	Depending on employee's choice	Employee contributions -1 st day of the month following employment. Employer contributions – in one year (and 1000 hours)	Employer contributions start in 1 year and 1,000 hours within that year. Employer contributes up to 2%.
Supplemental Life - UNUM	www.unum.com #393842	Full time employees (30 + hours)	Depending on employee's choice of coverage	1 st of the month following/ contingent with 6 months of employment.	
Long Term Disability -UNUM	www.unum.com #605017	20+ hours a week employees (subs excluded)	Paid by Janus Youth	1 st of the month following/ contingent with 6 months of employment.	60% of monthly wages (up to \$5,000) following 90 day elimination period*
Transportation Reimbursement Section 132		Employees in benefit eligible category	Employee responsibility	Pre-tax benefit. 1 st of the month following/ contingent with 6 months of employment.	
EAP Employee Assistance Program - UNUM	800-854-1446 877-858-2147 (Spanish) www.lifebalance.net user ID and password: <i>lifebalance</i>	All employees and immediate family members, and volunteers working with youth	\$0	Upon hire. Unlimited phone life counseling, see plan for covered services. Anonymous program.	Up to 3 live counseling sessions per year, limited legal and emergency travel assistance

CHANGES IN COVERAGE:	Medical, dental, Flex plan can only be changed with qualified event as per IRS as these are pre-tax benefits. Supplemental Life Insurance plan can be changed at any time. 401K can be changed any time at the start of the pay period.	Domestic Partners are Covered by Janus Youth, subject to passing Domestic Partner Affidavit verification
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TIME OFF PLANS	See your individual job offer for your time off plan Sick Time – for less than half-time positions, can start using after 90 days. PTO – benefit-eligible employees hired after 07/01/2005, see Guide, page 76 PTO is required to be applied in all time off situations except for jury duty and official program closures. Vacation Time – only applicable to employees hired before 07/01/2005 (See Guide, page 81)		Holiday pay depends on your position (see Employee Guide) Jury Duty – up to 5 days of pay per event Bereavement – up to 3 days of pay per event for benefit-eligible employees			
DEPENDANTS	Students – covered up to the age of 26 Out of Area students plan is limited – see the summary		Disabled dependents – no age limit, as long as a disability was established by age of 26. Subject to provider approval.			
TIME OFF PLANS:	Cash-Out PTO: must have min of 80 hours in the bank (see your latest paycheck for your balance), other rules apply	Holidays recognized by Janus Youth: <ul style="list-style-type: none"> • New Year's Day • Labor Day • Martin Luther King Day 	<ul style="list-style-type: none"> • Thanksgiving Day • Memorial Day • Christmas Day • Independence Day 	Emergency Buy-Back Program; Emergency PTO donation program		
<p align="center">ELIGIBILITY FOR BENEFITS AND PAID TIME OFF FOR SUBS, REHIRS AND TRANSFERS</p>						
<ol style="list-style-type: none"> 1. Substitute employees or employees working less than 20 hours a week in scheduled positions may earn eligibility for medical and dental if continue to work over 30 hours per month, see HR for details. 2. Transferring from non-benefited to benefited, wait time is the same as for new hires, unless ACA measurement period applies. 3. Transferring from part time benefited to full time, the employee contribution will decrease. 4. Transferring from full time to non-benefited category, continuing eligibility for medical and dental depends on hours worked during relevant measurement period under ACA, check with HR. If it is determined that employee is not eligible, COBRA coverage will be offered. 5. If employee is rehired, 6. Employees in PTO eligible position (more than 20 hours a week), when moving into a Sick Time eligible position, will receive a PTO payout on their paycheck. 7. Employees in Sick Time eligible position, when moving into PTO eligible position (more than 20 hours a week), will be able to use up the Sick time balance. 8. Employees eligible for Sick Time and rehired within 180 days, get the Sick Time accrual posted back. 9. If PTO eligible employee is rehired within 1 year into a PTO eligible position, the new accrual will be based on the former date of eligibility. 						
WHAT TO EXPECT WHEN EMPLOYMENT ENDS: Basic Life and EAP benefits end on last day of employment.	Medical and dental , if enrolled, continue through the end of month, unless continued coverage under ACA applies. If ACA does not apply, COBRA is offered. COBRA allows to continue med and dental at a full cost	Long Term Disability stops on the last day of employment, however if you become disabled prior to leaving, you may be eligible to receive an LTD benefit.	FLEX PLAN – ends on day of termination or the last day of pay period employee contributed, you have up to 90 days to submit claims. If you elect to continue through plan year, contributions will be deducted from final check.	Voluntary (Supplemental) Life is portable with some limitations. You will receive paperwork in a mail.	401(k) Former employee will receive distribution notices and instructions on how to distribute funds via mail.	You will receive a final check in accordance with the state law. PTO is paid out up to a max of the annual entitlement.

*See Employee Guidebook and summary plan document for details. Benefit brochures and plan documents are published at www.janusyouth.org/staff-files as well as on www.paycomonline.com under employee's benefit tab.

** Health and welfare benefits are not vested and are subject to change. This benefits chart is to provide you with the illustrative purposes to help you make personal decisions. In cases of discrepancy between this chart and the actual plan documents, the actual plan documents will prevail.

Contact HR for assistance: 503.542-4615 HR confidential fax: 503.542.4623