

## BENEFITS AT A GLANCE

Effective: July 1<sup>st</sup>, 2017



Benefit and Provider	Insurance Info (policy #, website, phone)	Who is eligible	Cost to Employee	Eligibility	MISC Details
<b>Medical - Kaiser</b>	<a href="http://www.kp.org">www.kp.org</a> #13014 800-813-2000	Full time employees (30 + hours) and employees covered under the Affordable Care Act (ACA)  and Part time employees (20 to 30 hours)	\$20 per month (\$10 per paycheck)  50% of full cost for part time ees	1 <sup>st</sup> 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 and eligibility varies, check with HR.
<b>Medical – Kaiser Added Choice</b>	<a href="http://www.kp.org/addedchoice">www.kp.org/addedchoice</a> #13014	Full time employees (30 + hours) and employees covered under the Affordable Care Act (ACA)  and Part time employees (20 to 30 hours)	\$154 per month (\$77 per paycheck)  50% of full cost for part time ees	1 <sup>st</sup> 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.
<b>Dental – Willamette</b>	<a href="http://www.willamettedental.com">www.willamettedental.com</a> 503-952-2000	Full time employees (30 + hours)  and Part time employees (20 to 30 hours)	\$0 (paid by Janus)  50% of full premium for part-time ees	1 <sup>st</sup> 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.
<b>Dental – MODA (Delta Dental)</b>	<a href="http://www.modahealth.com">www.modahealth.com</a> 800-452-1058 #10006528	Full time employees (30 + hours)  and Part time employees (20 to 30 hours)	\$0 (paid by Janus)  50% of full premium for part-time ees	1 <sup>st</sup> 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.
<b>Life – Basic coverage and AD&amp;D – UNUM</b>	<a href="http://www.unum.com">www.unum.com</a> #605017	Employees working 20+ hours a week (subs excluded)	\$0 (paid by Janus)	1 <sup>st</sup> 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
<b>Flex Plan – Pacific Source – Section 125</b>	<a href="http://www.pacificsource.com/psa">www.pacificsource.com/psa</a> 541-485-7488	Employees working 20+ hours a week (subs excluded)	Depending on employee's choice	1 <sup>st</sup> of the month following 60 days of employment in the benefited position.  Pre-tax benefit (med and dependent care expenses)	Annual Max \$2,600 for medical, and \$5,000 for dependent care. Carryover of \$500 can be applied to medical only, and only if enrolled in again in 2018 plan year.
<b>401K Pension Plan – Standard Insurance</b>	<a href="http://www.standard.com/retireme nt">www.standard.com/retireme nt</a> 800-858-5420 #23-7345990	All Employees	Depending on employee's choice	Employee contributions -1 <sup>st</sup> 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%.
<b>Supplemental Life - UNUM</b>	<a href="http://www.unum.com">www.unum.com</a> #393842	Employees working 20+ hours a week (subs excluded)	Depending on employee's choice of coverage	1 <sup>st</sup> of the month following/ contingent with 6 months of employment.	Eligible employees can purchase additional life insurance up to \$150,000 or 5 times their annual salary, whichever is less.
<b>Long Term Disability -UNUM</b>	<a href="http://www.unum.com">www.unum.com</a> #605017	20+ hours a week employees (subs excluded)	Paid by Janus Youth	1 <sup>st</sup> of the month following/ contingent with 6 months of employment.	60% of monthly wages (up to \$5,000) following 90 day elimination period*
<b>Transportation Reimbursement Section 132</b>		20+ hours a week employees (subs excluded)	Employee responsibility	Pre-tax benefit. 1 <sup>st</sup> of the month following/ contingent with 6 months of employment.	
<b>EAP Employee Assistance Program - UNUM</b>	800-854-1446 877-858-2147 (Spanish) <a href="http://www.lifebalance.net">www.lifebalance.net</a> 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

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<b>CHANGES IN COVERAGE:</b>	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 subject to underwriting criteria. 401K can be changed any time contingent with the start of the pay period.		<b>Domestic Partners</b> are Covered by Janus Youth, subject to passing Domestic Partner Affidavit verification			
<b>TIME OFF PLANS</b>	See your individual job offer for your time off plan  <b>Sick Time</b> – for less than half-time positions, can start using after 90 days.  <b>PTO</b> – benefit-eligible employees hired after 07/01/2005, see Guide, page 75-76 PTO is required to be applied in all time off situations except for jury duty and official program closures. <b>Vacation Time</b> – only applicable to employees hired before 07/01/2005 (See Guide, page 71-72)		<b>Holiday pay</b> depends on your position (see Employee Guide)  <b>Jury Duty</b> – up to 5 days of pay per event  <b>Bereavement</b> – up to 3 shifts of pay per event for benefit-eligible employees			
<b>DEPENDANTS</b>	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.			
<b>TIME OFF PLANS:</b>	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"> <li>• New Year’s Day</li> <li>• Labor Day</li> <li>• Martin Luther King Day</li> </ul>	<ul style="list-style-type: none"> <li>• Thanksgiving Day</li> <li>• Memorial Day</li> <li>• Christmas Day</li> <li>• Independence Day</li> </ul>	Emergency Buy-Back Program; Emergency PTO donation program		
<b>ELIGIBILITY FOR BENEFITS AND PAID TIME OFF FOR SUBS, REHIRS AND TRANSFERS</b>						
<ol style="list-style-type: none"> <li>1. Substitute employees or employees working less than 20 hours a week in scheduled positions may earn eligibility for medical if they routinely work an average of 30 hours per week over a measurement period; see HR for details.</li> <li>2. Transferring from non-benefited to benefited, wait time is the same as for new hires, unless ACA measurement period applies.</li> <li>3. Transferring from part time benefited to full time, the employee contribution will decrease.</li> <li>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.</li> <li>5. Employees in PTO eligible position (more than 20 hours a week), transferring into a Sub Worker Sick Time eligible position, will receive a PTO payout on their paycheck and will begin accruing Oregon Sick Leave upon the change in position.</li> <li>6. Employees in positions accruing Oregon Sick Leave will retain their accrual when moving into PTO eligible position (more than 20 hours a week). They will accrue PTO upon change in position.</li> <li>7. Employees eligible for Oregon Sick Leave who leave employment and are rehired within 180 days, will have their Oregon Sick Leave balance restored.</li> <li>8. 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.</li> </ol>						
<b>WHAT TO EXPECT WHEN EMPLOYMENT ENDS:</b>  <b>Basic Life and EAP</b> benefits end on last day of employment.	<b>Medical and dental</b> , 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, plus a 2% administrative fee.	<b>Long Term Disability</b> stops on the last day of employment, however if you become disabled prior to leaving, you may be eligible to receive an LTD benefit.	<b>FLEX PLAN</b> – 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.	<b>Voluntary (Supplemental) Life</b> is portable with some limitations. You will receive paperwork in a mail.	<b>401(k)</b> Former employee will receive distribution notices and instructions on how to distribute funds.	<b>You will receive a final check in accordance with the state law. PTO</b> 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](http://www.janusyouth.org/staff-files) as well as on [www.paycomonline.com](http://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: 503.542-4609 HR confidential fax: 503.542.4623

Last Revised: June 2017