



Summary of Benefits & Procedures

HEALTH, DENTAL, LIFE INSURANCE

- Polus currently pays 85% of health and dental costs for full time employees. Your contribution is taken pre-tax directly from your paycheck. Employees can elect a single or family plan.
- Polus pays 100% of your life insurance premium, which covers 2 times your annual salary.
- You will receive a packet explaining health/dental/life insurance benefits, and must return forms to Nadine for processing.
- All insurance coverage begins 60 days after your hire date. Please plan accordingly.

RETIREMENT

You may elect to participate in Polus' 401K plan after 6 months of employment. Your contributions deducted pre-tax from your pay check.

VACATION

- You begin accruing vacation immediately. However, you may not take it until after your 3-month probationary period.
- Employees with up to 5 years of service earn 3.7 hours per pay period for a maximum of 96 hours.
- Employees with 5-10 years of service earn 4.62 hours per pay period for a maximum of 120 hours.
- Employees with over 10 years of service earn 5.77 hours per pay period for a maximum of 150 hours.
- No more than 80 hours can be carried over into the next fiscal year, which begins on July 1. You must use all but 80 hours of your vacation time by June 30 or you will lose them.
- During 2 specific pay periods (only) in November and December, employees can "buy back" one week of vacation.
- Vacations are approved by your manager using a Vacation Request Form at least 2 weeks before taking vacation. Please note that business needs may dictate that certain times are not available.

HOLIDAYS

Holiday benefits take effect immediately. Employees must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed.

The following are the twelve holidays currently celebrated by The Polus Center:

New Year's Day; Martin Luther King Jr. Day; President's Day; Patriot's Day; Memorial Day; Bunker Hill Day (can be used as "floater"); 4th of July; Labor Day; Columbus day; Veteran's Day; Thanksgiving Day (may substitute Veteran's Day for day after Thanksgiving); Christmas Day.

SICK TIME

- Sick leave accrues monthly at a rate of one day for each full calendar month.
- Sick days can be accumulated for a maximum of 20 days (160 hours).
- This time can carry over fiscal years, but no employee can ever accumulate more than 160 hours.
- Please note that sick time is like an insurance policy, to be used when it is needed. It is not expected that employees will use all of their sick time each year unless circumstances require it.

OTHER POLUS CENTER BENEFITS

- Direct deposit
- Family Leave Act
- Workman's Compensation insurance
- FICA tax contribution
- Massachusetts unemployment insurance
- Disability insurance
- AFLAC supplemental insurance
- Leaves of absence
- Training programs, DMR tuition remission assistance
- Health and wellness assistance

Please refer to the Polus HR Policy Manual for additional information.

CONTACT INFORMATION

Your primary contact for benefits questions is your supervisor or Nadine Coughlan, Office Manager. Nadine can be reached at: 978-724-3315, fax 978-724-3356, ncoughlan@poluscenter.org, PO Box 773, Petersham, MA 01366.

