



	Full-Time	Part-Time	PRN
Health Insurance - coverage begins on first day of month following employment	X	X	
Dental Insurance - coverage begins on first day of month following employment	X	X	
Vision Insurance - coverage begins on first day of month following employment	X	X	
Flexible Spending Accounts - may pay health & dental insurance premiums, unreimbursed medical expenses, & child care expenses with pre-tax income	X	X	
Cash Balance Account Plan – Fully funded by DCH*	X	X	
403(B) Plan - employer match available*	X	X	
Paid Time Off - accrue immediately; available to use after 90 days	X	X	
Short Term Disability - 60% coverage	X	X	
Long Term Disability – 40% coverage; buy-up option available	X	X	
Term Life Insurance - employer paid	X	X	
Supplemental Group Term Life Insurance - may purchase additional coverage for employee, spouse and dependents	X	X	
Bereavement Leave - paid time off for loss of a recognized family member	X	X	
Jury Duty Leave	X	X	
Military Duty Leave	X	X	X
Education Reimbursement - for eligible positions	X	X	
Employee Assistance Program - free confidential counseling for all employees and dependents	X	X	X
Consumer Discounts	X	X	X
Direct Deposit	X	X	X
Cafeteria Discount & Payroll deduction	X	X	X
Concierge Service	X	X	X
Daily Pay	X	X	X
Free Parking	X	X	X
Payroll Deducted Childcare	X	X	
Gift Shop – Payroll deduction	X	X	X

*Must work 1,000 hours or more per calendar year

Definitions

- Full-Time employee is defined as regularly scheduled 72 – 80 hours per pay period (bi-weekly)
- Part-time employee that has status in payroll system at least 20 hours per pay period (bi-weekly)
- PRN/On-Call employee is defined as working on an as-needed basis

This list is a summary of benefits and not a statement of policy. This summary is not part of a contract and no applicant or employee has any contractual rights to the matters set forth. There may be changes to the benefits outlined in this summary or the legal documents or Human Resources policies and procedures governing them that will affect present and future applicants and employees. Also, charges for benefits may be increased, decreased, initiated, or eliminated at any time. Contact Human Resources for additional information.