



HUMAN SERVICE AGENCY

Helping People Achieve

Benefits Summary

The Human Service Agency offers a competitive benefits package for full-time and part-time employees. This information is a general guide to benefits offered. Full details are provided in the agency's personnel policy manual.

SANFORD HEALTH INSURANCE

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- The agency pays up to 90% of costs for single coverage and up to 65% of costs for employee +1 or family coverage.
- The agency offers a traditional co-pay plan and HDHP HSA plan.
- The agency's annual open enrollment for benefits kicks-off every May with those changes effective July 1st.



DELTA DENTAL INSURANCE

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- The agency pays 100% of costs, if employee chooses single coverage.
- Plan year maximum in-network coverage per individual is \$1,000.
- Children (up to 19th birthday) has a lifetime orthodontic benefit of \$1,000.

VSP VISION INSURANCE

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- Employee pays costs bi-weekly.
- Frames have a \$180 allowance (once every 24 months); contacts have a \$180 allowance (once every 12 months).
- In-network exam co-pay is \$10.

FLEXIBLE SPENDING ACCOUNTS (FSA)

- Health Care FSA - Used to pay for out-of-pocket expenses associated with your medical, dental or vision plan.
 - Employees may contribute up to \$1,500 per year, pretax.
- Dependent Care FSA - Used to pay for dependent care expenses associated with caring for elder or child dependents that are necessary for you or your spouse to work or attend school full-time.
 - You may contribute up to \$5,000 per year, pretax, or \$2,500 if married and filing separate tax returns.



HEALTH SAVINGS ACCOUNT (HSA)

- Covered by a High Deductible Health Plan (HDHP).
- Human Service Agency's Contribution Amounts:
 - \$500 for employee only coverage
 - \$750 for employee + one (1) coverage
 - \$1,000 for employee + family coverage
- You can use your HSA to pay for medical, dental, vision and prescription drug expenses incurred by you and your eligible family members.

BASIC LIFE / AD&D AND VOLUNTARY LIFE

- Full-time employees and their qualified dependents are eligible for coverage after their eligibility date.
- Human Service Agency provides full-time employees with one (1) times their annual salary to a maximum of \$50,000 for life and accidental death and dismemberment (AD&D) insurance.
- Options to purchase additional life coverage on self & family members.



RETIREMENT 401(K)

- Full-time and part-time employees are provided an opportunity to participate in the 401(k) plan.
- Human Service Agency will match up to 2% of staff 401(k) deferrals.
- Eligibility provisions: Employees must attain the age of 21 to enter the plan for all contribution types (employee deferrals and employer contributions).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- The Human Service Agency provides six (6) confidential EAP (Employee Assistance Program) counseling sessions per fiscal year (July 1 to June 30) to all full-time employees. This benefit is also extended to immediate family members, defined as the employee's spouse and minor children.
- Employees are able to choose from eight (8) different providers located in Watertown, SD.

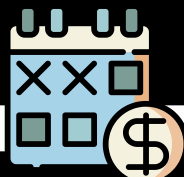


TUITION REIMBURSEMENT

- The Human Service Agency Foundation has created a scholarship fund for employees of HSA. A maximum of up to \$1,000 is available for each request. Up to \$2,000 per fiscal year is available to full-time and part-time employees who have been employed by HSA for 1 year prior to the request for a scholarship.
- Each employee is eligible for a maximum of up to \$4,000 of scholarship funding.

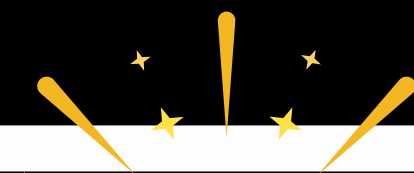
ANNUAL & SICK LEAVE

- The Human Service Agency offers different vacation and PTO packages based on position type, work schedule, hours worked, and length of employment.
- Some full-time positions are eligible for a combined PTO plan, which allows employees to accrue up to 132 hours of PTO.
- Other full-time positions receive separate vacation and sick leave benefits. These employees can accrue up to 192 hours of vacation, and additionally earn eight (8) hours of sick leave per month.



HOLIDAYS

- Paid holidays are given to all full-time employees.
- All full-time and part-time non-exempt employees who perform work on a recognized holiday are eligible for double time.
- The following seven (7) days are designated by HSA as holidays:
 - New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day.



OTHER BENEFITS

- Wireless plan discounts with Verizon, AT&T and T-Mobile.
- \$500 employee referral program.
- \$500 sign-on bonus.
- Anniversary & birthday incentives.
- Flexible scheduling.
- Elective benefits (Aflac).
- Plus more!!