

# Fast Facts

# Summary of Benefits

## Eligibility:

- Full-time employees, part-time employees working a minimum 60 hours/pay period schedule, and weekend option employees are eligible for full benefits.
- Part-time employees working a minimum 40 hours/pay period schedule are eligible for all benefits except health insurance.
- Benefits are not available to PRN employees.
- Benefit eligible employees must meet the following service requirements before eligibility begins:
  - Health, Dental, & Life Insurance: 30 days
  - 401k retirement plan: 1 month for personal contributions  
1 year for WRHS matching contribution
  - Tuition Reimbursement: 90 days
  - Long Term Disability: 365 days

## Enrollment:

- New employees desiring WRHS benefits must enroll within 30 days of their initial employment date. Current employees becoming benefit eligible must enroll within 30 days of becoming benefit eligible. Employees not enrolling in the 30-day period must wait until the annual Open Enrollment Period each year.
- Enrollment sessions are held each Wednesday morning in Human Resources. Employees may schedule an enrollment meeting by calling 262-1120 or 262-1463.
- During the year, employees must experience a “qualifying event” in order to change existing benefit elections.

## Based on eligibility, WRHS Offers the following benefits to employees:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability Insurance
- 401k Retirement Plan (with up to a 4% matching contribution after 1 year of employment)
- Paid Time Off (based on a 40 hours/week schedule)
  - 0—5 years Length of Service (LOS) = 176 hours
  - 6—15 years LOS = 216 hours
  - ≥ 16 years LOS = 256 hours
- Educational Assistance Plans
  - Tuition Reimbursement Program (maximum \$1,500/year)
  - Scholarship Program (maximum \$5,000/degree program)
- Employee Assistance Program
- Cafeteria Discount (35%)

## Elective Benefits:

- WRHS employees may elect, on a voluntary basis, to participate in a variety of elective benefit plans. Employees pay the full cost of participation, but benefit from group rates offered by the carriers.
- Elective plans include:
  - 125 Cafeteria Tax Deferred Plan (Medical, Dental, Vision out of pocket and/or Dependent Care Expenses)
  - Short Term Disability Insurance
  - Critical Illness Insurance
  - Cancer Insurance
  - Group Life Insurance (Term to 100 years of age)
  - Off-the-Job Accident Insurance
  - Accidental Death & Dismemberment Insurance
  - Vision Insurance
  - Air and Ground Ambulance Memberships (Vital Link and Survival Flight)
  - Fitness Club Memberships (Anytime Fitness, Body Fit, and Batesville Community Center & Aquatics Facility)
  - Telcoe Federal Credit Union Memberships