



## **Christwood Employee Benefits Summary**

## Classification of Employees

- Per Required Need (PRN)
  - Work as needed
- Regular Part-Time
  - Scheduled work week is less than 30 hours per week
- Full-Time
  - Scheduled work week is at least 30 hours per week

Benefit	Who is Eligible	When Eligible	Details
Bereavement Leave	Full-Time Employees	Immediately upon hire	In the event of a death of an immediate family member, employees are allowed up to a maximum of three consecutive, 8 hour scheduled days off with pay.
Complimentary Holiday Meals	All Employees	Immediately upon hire	On recognized Christwood holidays, employees who are working will be given a complimentary meal.
CPR/AED/First Aid Classes	All Employees	Immediately upon hire	Christwood holds CPR/AED/First Aid classes monthly. Classes are free to employees.
Dental and Vision Benefits	Available to all employees working a minimum of 20 hours per week	The first of the month following 60-days of active service	Dental and vision insurance are available to the employees and the employee's dependents. The employee is responsible for 100% of all premiums.

Employee Education Fund	Full-Time and Regular Part-Time Employees	After completion of one year of active service	The Christwood Foundation is dedicated to supporting employees in their pursuit of exceptional educational opportunities.
Employee Emergency Assistance Fund	Full-Time and Regular Part-Time Employees	After completion of one year of active service	The Christwood Foundation is dedicated to helping staff members who may suffer unforeseen financial hardships.
Employee Holiday Gift	All Employees	Immediately upon hire	The holiday gift is funded by the Christwood Resident Council and is based upon hours worked since hire.
Employee Meal Program	All Employees	Immediately upon hire	Christwood offers a variety of low priced meal options daily.
Employee Recognition Events	All Employees	Immediately upon hire	Christwood recognizes the efforts of each department through yearly recognition events.
Health Insurance	Full-Time Employees	The first of the month following 60-days of active service	Blue Cross of LA. Employees may choose from base plan or buy up plan. Christwood will contribute to the employee premium only. The employee is responsible for 100% of dependent coverage.
Holiday Worked Pay	All Employees	Immediately upon hire	Christwood recognizes 6 major holidays. They are New Year's Day, Mardi Gras, 4 <sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas. Employees working a recognized holiday will receive double time for all hours worked on the recognized holiday.

Jury Duty Pay	All Employees	Immediately upon hire	To help an employee participate in jury duty, Christwood will pay the employee's base rate of pay for hours served that coincide with the employee's hours worked at Christwood.
Life Insurance	Full-Time Employees	The first of the month following 60-days of active service	\$15,000 term life insurance, accidental death and dismemberment
Local YMCA Discount	All Employees	Immediately upon enrollment	10% corporate discount to the local YMCA
On-Site Banking	All Employees	Immediately upon hire	Through partnership with Resource Bank, Christwood is able to provide onsite banking services to Resource Bank members.
Paid Time Off (PTO)	Full-Time and Regular Part-Time Employees	After completion of 60 days of active service	This is a combined program to provide employees with the flexibility for using time off for vacation, sick days, holidays and personal business. PTO hours are calculated and updated each pay period. Full-time employees working 80 hours/pay period are eligible for up to 192 hours each year for 1-4 years of service, 232 hours for 5-9 years of service and 272 hours for 10+ years of service.
Personal Growth Seminars	All Employees	Immediately upon hire	Christwood offers a variety of seminars to help employees grow in their personal lives. These seminars include speakers from local financial planners and Habitat for Humanity.

PTO Buy Back	Full-Time and Regular Part-Time Employees	After completion of 60 days of active service	Employees may cash out PTO hours one (1) time per calendar year. PTO hours will be paid at the employee's base rate.
Savings and Retirement 403(b) Plan	Full-Time and Regular Part-Time Employees	Immediately upon hire	Company match is discretionary and available to employees after completion of 1 year of service and a minimum of 1000 hours worked. Eligibility periods for company match is the first January or July following the employee's anniversary date.
Thank You Time	Full-Time and Regular Part-Time Employees	After active employment for one full calendar quarter	Full-time employees who qualify for TYT for each full quarter will receive an additional 8 hours of pay or 8 hours off with pay. Part-time employees will receive 4 additional hours of pay or 4 hours off with pay. The method of payment is at the employee's discretion.
Uniform Issuance	All employees in departments with uniforms	Departmental Discretion	All departments requiring uniforms are issued uniforms on a yearly basis.
Vieux Care	All Employees	Immediately upon hire	On campus direct primary care physician for \$50/ month plus service fees.
Voluntary Benefits	Full-Time Employees	The first of the month following 60-days of active service	Voluntary Life Insurance/ Short Term Disability/ Accidental/ Cancer Benefits