

Crow Canyon Benefits Summary 2019

Eligibility: Full-time, Part-time, Seasonal Employees working at least 20 hours per week; 16 per week for week for sheltered annuities – 403(b)

Health and Savings:

- Immediate Eligibility:
 - ✓ Recreation center subsidy - CCAC pays 20% per month for the employee to be a member if the employee enrolls in an annual membership
 - ✓ Employee Assistance Plan (EAP) –Up to 4 free visits per situation. 24/7 access to counselors by phone or in-person. 800-865-1044
 - ✓ 20% employee discounts in the Campus Store
 - ✓ Free health screenings on campus
 - ✓ Flu shots on campus covered by your insurance benefit
- Eligible first of month following 60 days of employment:
 - ✓ Health Insurance - Crow Canyon pays 75% for employee and 35% for dependent coverage **
 - ✓ Dental - Crow Canyon pays 50% for employees and 35% for dependent coverage **
 - ✓ Vision - Crow Canyon pays 50% for employees and 35% for dependent coverage **
 - ✓ Life Insurance – \$50,000 - Crow Canyon pays 100%
 - ✓ Retirement Plans – Sheltered Annuities 403(b) – (eligibility: 16 or more hours/week):
 - You can contribute with no Crow Canyon Match first of any pay period following 60 calendar days of employment
- Eligible any period following 1-year of employment (at least 832 hours):
 - ✓ Retirement Plans – Sheltered Annuities 403(b) – (eligibility: 16 or more hours/week):
 - You can contribute 1-4% with a Crow Canyon Match of up to 4% first of any pay period following one year of employment

Life work balance:

- 10 paid holidays*
- Personal Time Off (PTO) – PTO accrues starting day 1 of employment. Employees can use PTO as soon as it accrues *:
 - ✓ > 0-5 years = 20 days (160 hours; 6.14 hours per pay period)
 - ✓ > 6-10 years = 25 days (200 hours; 7.67 hours per pay period)
 - ✓ > 10+ years = 30 days (240 hours; 9.2 hours per pay period)
- Extended illness bank for employees who qualify for FMLA- (not paid out upon separation from CCAC)
- Ability to receive donated PTO up to a max of 180 hours under the FMLA qualifications
- Flexible scheduling, as approved
- Telecommunicating, as approved with a written agreement
- Safety program to provide a safe work environment
- Bereavement Leave - 3 paid days*

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- Jury and Witness Duty Leave - 3 paid days*
- Campus exercise room
- Free lunch (once a month during the program season)
- Employees may purchase meals on campus
- Casual dress
- Bring your dog to work - Dogs are allowed on campus during the off-season (usually Nov-February) when children are not attending programs on campus.

Career Development:

- Professional Development – CCAC supports time off, registration, and travel (workshops, conferences, classes, skill training, field trips, etc.)
- Educational Assistance – CCAC supports professional courses, certifications, licensing programs and degree programs
- Mission-related staff field trips
- Sponsors one employee for two years of attendance in Leadership Montezuma (10 days paid time for attendance and sponsor fee of \$250.00)
- Free first aid / CPR classes
- Job-related professional membership dues

General Benefits:

- Discounts on programs - 50% adult programs / Cultural Exploration (CE) - direct cost / Free Day Programs / Free Lecture series
- 30% program discounts for employee guest – (CE programs are direct cost)
- Direct contact with participants and board members
- Direct input on work plans and organizational direction
- Beautiful rural work campus
- Crow Canyon events at no cost - (meals and receptions)
- Holiday events
- Pro-deals available to employees

Legally Mandated:

- Family & Medical Leave (FMLA)
- Workers Compensation
- Unemployment insurance
- Military Leave

*Benefits are pro-rated for part-time employees.

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** Eligibility: 30 hours/week or more. Most months have 2 pay periods. In the event there are 3, health deductions will be deducted from the first 2 paychecks only, but not the 3rd paycheck. Generally, these deductions are based on 24 deductions per year, not 26.

Employees working less than 20 hours per week, On-Call, or Temporary employees are eligible for only the Legally Mandated Benefits.