



# CFS SDS EMPLOYEE BENEFITS

The benefits and conditions of these policies are contained in descriptive booklets that can be obtained from the Human Resources Department. Charges are based on the choice of coverage selected. The existence and scope of charges is changed annually.

## **Benefits include:**

### **Medical/Hospitalization, Dental and Vision\*\***

Cigna is our current vendor for medical, dental and vision. The medical plan offers two options – Core Plan and Buy-up Plan. The dental plan offers an option of Managed care or PPO. Full time employees working 30 hours, or more are eligible for medical/dental/vision/life/long term disability benefits. Coverage is available after 30 days of employment. More information can be obtained by contacting our Benefits Coordinator in the Human Resources department – Maria Tichio – [mtichio@cfsny.org](mailto:mtichio@cfsny.org).

### **Life Insurance\*\*\***

Life Insurance is provided through Hartford Life Insurance Company. Coverage is based on your annual salary up to the maximum of \$102,000. More information can be obtained by contacting our Benefits Coordinator in the Human Resources department – Maria Tichio – [mtichio@cfsny.org](mailto:mtichio@cfsny.org).

### **Long-Term Insurance\*\*\***

Our long-term disability program provides benefits covering up to 60% of earnings up to the maximum of \$5,000.00 per month. This benefit is included in your initial benefit package. More information can be obtained by contacting our Benefits Coordinator in the Human Resources department – Maria Tichio – [mtichio@cfsny.org](mailto:mtichio@cfsny.org).

### **EAP (Employee Assistance Program)**

In addition, all employees are entitled to the Employee Assistance Program (EAP) which will offer legal counseling, mental health, financial and other great services. This is offered through The Hartford.

### **AFLAC Voluntary Benefit**

Open enrollment is conducted twice per year for AFLAC Voluntary Benefits. Individual and family plans are available, and coverages are portable. This is a tax-free benefit, and some offerings are short-term disability, accident, cancer, and hospital plan policies. All deductions are paid through payroll. For open enrollment information, check your CFS email for these announcements. In addition, you can contact Melonie Singleton [melsingleton@cfsny.org](mailto:melsingleton@cfsny.org)

### **Family Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage with the applicable deductions. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position. Information can be obtained on how to initiate the FMLA process from our Benefits Coordinator in the Human Resources department – Maria Tichio – [mtichio@cfsny.org](mailto:mtichio@cfsny.org).

### **New York Paid Family Leave (NYPFL)**

All New York employees are covered for Paid Family Leave. PFL provides income to bond with your child or care for a family member for up to 12 weeks. The payment covers 67% of wages. You can choose to utilize the Paid Family Leave (baby bonding) right after you have your baby, or you will have up to one year in which to use. You will have to submit a copy of the baby's birth certificate for the PFL leave. This also can be combined with Family Medical leave according to your eligibility. Information can be obtained on how to initiate a NYPFL from our Benefits Coordinator in the Human Resources department – Maria Tichio – [mtichio@cfsny.org](mailto:mtichio@cfsny.org).

### **Worker's Compensation**

All employees are covered by Worker's Compensation, which provides benefits of on-the-job injury. If you are injured on the job, please report this to program staff and Human Resources staff immediately. Although medical payments start immediately, an employee receives payment from Worker's Compensation claim after seven days. In the interim, sick or PTO accruals can be utilized for the first seven (7) days.

### **Disability Insurance**

All employees are covered for off-the-job disability benefits. Disability benefits provide temporary income to replace, in part, wages lost because of injury, illness, or pregnancy, which do not arise on the job. Short Term Disability claims also have a seven-day waiting period and sick or PTO accruals can be utilized for the first seven days. Information can be obtained on how to initiate a disability claim from our Benefits Coordinator in the Human Resources department – Maria Tichio – [mtichio@cfsny.org](mailto:mtichio@cfsny.org).

### **401K Plan Voluntary**

Mutual of America (MOA) is our current vendor and newly hired employees are auto enrolled within 30 days of employment for a deduction of 2 percent. MOA will send information via email, and you will have the option to opt out. Please note an opt out form must be completed.

### **401K Plan Employer Contribution**

In addition, an employee becomes eligible for an employer contribution after one year of service, 1,000 hours worked within the fiscal year (June to July) and are age 21 years. The employer contribution is profit-sharing and based on the Board of Directors approval and budget yearly. Please direct any questions to Melonie Singleton, Assistant Director, Human Resources [melsingleton@cfsny.org](mailto:melsingleton@cfsny.org)

### **Commuter Benefit Program**

Employees working a minimum of 25 hours a week or more can participate in our Commuter Benefit Program with Benefit Resources. Payment is automatically deducted from your paycheck once the form is completed. This is a pre-tax benefit. Please direct any questions to Melonie Singleton, Assistant Director, Human Resources [melsingleton@cfsny.org](mailto:melsingleton@cfsny.org)

### **Employee Referral Bonus**

CFS offers an employee referral bonus program. The prospective candidate must complete a job application and your name must be noted on the application. In addition, an employee referral form **must** be completed by the employee and submitted to Melonie Singleton, Assistant Director, HR.

Please refer to our Employee Referral Bonus Policy for criteria process and payout details. For a copy of this policy, please contact Melonie Singleton, Assistant Director, HR [melsingleton@cfsny.org](mailto:melsingleton@cfsny.org).

### **Tuition Reimbursement Program**

All full-time employees working 30-40 hours per week and part time employees working 25 hours per week are welcome to apply for Tuition Reimbursement during the Spring and Fall semesters. Eligibility is one year of continuous employment prior to the time of course enrollment.

We have partnered with Monroe and Metropolitan (MCNY) Colleges which offer exclusive tuition reduction for CFS employees (Monroe offers 20% and Metropolitan offers 15%). We have also partnered with Mercy College offering a 15% Tuition reduction.

For a copy of the Tuition Reimbursement policy, please contact Melonie Singleton, Assistant Director, HR [melsingleton@cfsny.org](mailto:melsingleton@cfsny.org).

### **Paid Time Off (PTO)**

The policy regarding paid time off (PTO) states that all types of time off requested by staff members, including sick leave, holidays, vacation, bereavement, and personal time are combined under the PTO category. PTO allotments for SDS staff are determined based on their employment status and are specified in the final hire email. Allotments are tracked on an anniversary year basis, starting from the employee's hire date. PTO does not carry over, but it is refilled on each anniversary date. Changes in employment status may result in adjustments to the PTO allotment, and requests for permanent schedule changes should be accompanied by a change of status request. CFS periodically compares employee hours worked with their status and makes necessary adjustments.

The PTO allotments are as follows:

- Full-Time Status (Regular schedule of 30 hours or more per week): 120 hours per year.
- Part-Time Status (Regular schedule below 30 hours per week): 1 week of scheduled hours per year.

- Per Diem (No regularly scheduled hours): No Paid Time Off Benefit initially but will accrue 1 hour of PTO for every 80 hours worked, up to a maximum of 5 days per year, based on NYC Paid Sick Leave act.

Staff members must obtain prior approval from the individual/family they are working with to take PTO for any purpose other than sick leave. A PTO request form is provided, which should be completed and signed by the individual or their designee for approval. The form should then be emailed to CFS SDS staff to be entered into Paycom. Staff members can track their PTO allocation in Paycom. If the purpose of the PTO request is for sick leave, it should be indicated on the form, and the total hours requested should match the staff member's scheduled daily hours.

The PTO request form can be found on our website and needs to be returned after completed and signed to Linda Schellenberg – [lschellenberg@cfsny.org](mailto:lschellenberg@cfsny.org) - <https://www.cfsny.org/self-directed-services/#selfhired>

\*\*Benefits available for full-time employees only.