

# Arc of Acadiana | Employee Benefits Guidelines



## Full-time Employee Benefits Guidelines

- **Competitive Compensation**
- **Paid Time Off**
  - Time begins to accrue on the first day of employment and can be used after 6 months of employment. Benefits accrue at a rate that is based on employee tenure.
- **Paid Holidays\***
  - Full-time DSPs and LPNs receive paid time off for Christmas every year.
- **Major Medical Insurance\***
  - Eligibility begins after 60 days of full-time employment. Once enrolled, insurance coverage is effective the 1st of the month after 60 days of employment.
- **Supplemental Insurance Benefits\***
  - Eligibility begins after 60 days of full-time employment. Once enrolled, insurance coverage is effective the 1st of the month after 60 days of employment.
- **Tuition Reimbursement\***
  - The Tuition Reimbursement Program provides financial assistance for approved courses, continuing education credits, certifications and licensing to support employee's development of skills and knowledge that will be of mutual benefit to both the employee and Arc of Acadiana.
  - Eligibility requirements:
    - Must be an active, full-time employee.
    - Must be employed at Arc of Acadiana for at least one year.
    - Classes must be approved in advance by the employee's Director and CEO/COO/CFO of Arc of Acadiana.
- **Qualified 401(k) Plan\***
  - Eligibility begins after 12 months of employment. To qualify, an employee must have worked at least 1,000 hours in a service year.
- **Family and Medical Leave\***
  - Eligibility begins after 12 months of employment. An employee must have worked 1,250 hours in the previous 12-month period to qualify.
- **Bereavement Leave\***
  - Full-time employees receive two paid bereavement days for the death of an immediate family member.
- **Jury Duty Leave\***
  - Regular wages are provided for up to two days when proof of jury duty service is provided.
  - If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.
- **Overtime Pay**
  - Arc of Acadiana shall compensate non-exempt employees time and one-half for all hours worked in excess of 40 hours each week. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime is based on actual hours worked.
- **Access to Pelican State Credit Union**
- **Employee Training**
- **Workers' Compensation**
- **Discounts with Participating Businesses**
- **Employee Recognition Program**

## Part-time Employee Benefits Guidelines

- **Competitive Compensation**
- **Major Medical Insurance\***
  - Part-time employees must work an average of 130 hours per month during a 12-month look-back period in order to be eligible.
- **Qualified 401(k) Plan\***
  - Eligibility begins after 12 months of employment. To qualify, an employee must have worked at least 1,000 hours in a service year.
- **Employee Recognition Program**
- **Access to Pelican State Credit Union**
- **Family and Medical Leave\***
  - Eligibility begins after 12 months of employment. An employee must have worked 1,250 hours in the previous 12-month period to qualify.
- **Employee Training**
- **Workers' Compensation**
- **Discounts with Participating Businesses**

\*Benefits are earned after eligibility requirements are met.