

BENEFITS

Wood Lane Residential Services, Inc. prides itself on providing a comprehensive benefit package for our employees. We encourage you to learn about your benefit options and ensure you are using them to your advantage.

CREDIT UNION: All employees are eligible to join the Wood County Credit Union, WOODCO. Woodco is located at 28080 Lemoyne Road in Millbury, Ohio (Phone 1-800-445-7360). Payroll deduction is available for a variety of credit union services including savings and checking accounts, secured and unsecured loans, and other services.

DENTAL INSURANCE: All employees working a regular schedule of 70 hours bi-weekly or more are eligible for dental insurance coverage at a minimum cost, 30 days after date of hire (starting the first of the following month).

EMPLOYEE ASSISTANCE PROGRAM: Wood Lane Residential Services, Inc. provides a confidential/outside service for you and your family members to assist you with a variety of issues including: alcohol and drug abuse, marital, financial, parenting, adolescent, aging parents, depression, anxiety, grief/loss, domestic violence, work-related issues and legal problems. Employees may call 1-800-513-6733 to receive free, confidential help at any time. (02-ALL-ALL-0333)

EMPLOYEE OF THE MONTH: Staff can nominate or be nominated for Employee of the Month. To qualify staff must have been employed for 1 year, have no pending corrective or no corrective action within the past six months, no corrective action for one year for abuse/neglect, and have not been selected Employee of the Month within the current calendar year. Also the employee must consistently possess a positive attitude toward work responsibilities, coworkers, and consumers, serve as a role model, be productive and exhibit commitment to quality in carrying out job responsibilities, be dependable and punctual in reporting for work, meetings, and completing assignments on time. Nomination forms can be found in the forms draw in each home.

FITNESS/WELLNESS PROGRAM: All full and part time employees who have completed one year of employment and have used no sick leave in the previous quarter are eligible for a voucher to be used toward a designated fitness/wellness program.

HEALTH INSURANCE: All employees working a regular schedule of 70 hours bi-weekly or more are eligible for health insurance 30 days from date of hire (starting the first of the following month). Current benefits include medical coverage for family, two-party or single coverage. Employees currently pay approximately 20% of their health insurance premium and WLRS, Inc. pays 80%.

HOLIDAYS: All employees are eligible to receive Holiday pay for 10 designated days per calendar year. (02-ALL-ALL-0256)

LEAVES:

- o **Administrative Leave** - Wood Lane Residential Services, Inc. reserves the right to place an employee on leave with or without pay for administrative reasons. (02-ALL-ALL-0627)
- o **Assault/Battery Leave** - All employees are eligible to receive assault/battery leave if an incident occurs that warrants such a leave. Supervisor and CEO pre-approval is required. (02-ALL-ALL-0315)
- o **Bereavement/Funeral Leave** - All employees are eligible to receive up to five calendar days of leave for the death of an immediate family member (definition in Sick Leave Procedure 02-RS-ALL-0635). Your available leave balances will be used. (02-ALL-ALL-0631)
- o **Court/Jury Duty Leave** - All employees who are subpoenaed as a witness or called for jury duty are excused from work. Any payment made by the court must be turned into the Human Resources Department prior to receiving your regular pay. (02-ALL-ALL-0629)
- o **Family Medical Leave** - All employees who have worked at least 1,250 hours within the previous 12-months are eligible for up to 12 weeks of Family Medical Leave. Family Medical Leave can be used for a personal serious health condition for yourself, spouse, your child or parent, birth/adoption of a child, or placement of a child in your home for foster care. Medical Certification of Need is required in advance if possible. (02-ALL-ALL-0373)
- o **Fit For Duty** – If you have been on Family Medical Leave or Medical Leave you are required to have a “Fit for Duty” Form 03-ALL-ALL-0082 filled out by your physician and turned into Human Resources before you can return to work. A supervisor may ask for a Fit for Duty anytime there is a question as to the employee’s ability to complete the essential functions of his/her job.
- o **Leave Form Routing** - All employees are required to submit an Application for Leave to your immediate supervisor according to the designated leave procedure. (02-ALL-ALL-0490)
- o **Leave of Absence** - All employees must request a leave of absence (personal, educational, family medical, medical) using form 03-ALL-ALL-0189 when unable to report to work for more than 3 days not to exceed 6 months with the exception of an educational leave, which shall not exceed one year. All leaves should be submitted to your immediate supervisor at least 30 days in advance, or as much notice as possible. (02-ALL-ALL-0394)
- o **Leave Donation** – Any employee in a full or part time position who has worked 6 months is eligible for a paid leave donation program. Employees may receive donated leave from coworkers for a critical need for yourself or your immediate family member. You must have exhausted all other available leave to be eligible to receive donated leave. (02-ALL-ALL-0528)
- o **Medical Leave** - All employees who are ineligible for Family Medical Leave may be eligible for Medical Leave. Medical Leave can be used for a personal serious health condition for self, spouse, child or parent, birth/adoption of a child, or placement of a child for foster care. Medical Certification of Need is required and your available leave balances will be used toward your Medical Leave. (02-ALL-ALL-0373)

- o **Military Leave** - Any employee employed for 90 days is eligible for military leave. (Advance notice of active duty is required.) Employees are eligible for compensation and reinstatement following their active duty. (02-ALL-ALL-0584)
- o **Personal Leave** - All full and part time employees are eligible for personal leave days (see eligibility grid below). (02-RS-ALL-0634)

HIRED BEFORE 01-01-00	DAYS RECEIVED
55-80 Hours	3 days per year
1-54 Hours	2 days per year
HIRED AFTER 01-01-00	DAYS RECEIVED
70-80 Hours	3 days per year
1-69 Hours	5 days per year

- o **Sick Leave** – All eligible employees accrue sick leave at the rate of .05769 times their biweekly hours. Employees hired after January 1, 2000 who work 69 hours or less biweekly are not eligible for sick leave. (02-RS-ALL-0635)
- o **Vacation Leave** – All employees hired prior to Jan. 1, 2000 who are in an active pay status accrue vacation leave at a rate according to their years of service. Time accrued is calculated by multiplying your biweekly hours and the appropriate accrual rate (see grid below). Employees hired after Jan. 1, 2000 who work 69 hours or less biweekly do not accrue vacation leave. (02-RS-ALL-0636)

YEARS OF SERVICE	ACCRUAL RATE
0 – 4 Years	.0388
5 – 9 Years	.0575
10 –25 Years	.0775
26 & Over	.0962

PRESCRIPTION MEDICATION: All employees working a regular schedule of 70 hours biweekly or more are eligible for insurance coverage for prescription drugs. Coverage includes both a mail-order program, providing 3 months supply of medication for the cost of 2 months, and coverage for typical monthly refills at your local pharmacy. Employees are encouraged to use the mail-order program and to seek generic prescriptions whenever possible to lower your cost and the cost to the program.

PROFESSIONAL DEVELOPMENT PLAN: Employees who meet the requirements of the program will be eligible for a pay increase. (03-ALL-ALL-0527)

RETIREMENT PLANS:

- o **PERS:** Employees who were hired prior to December 31, 1998 may be eligible for the PERS (Public Employees Retirement System) retirement system. Wood Lane Residential Services, Inc. contributes a percentage of your annual salary toward your retirement.
- o **401 (k):** All employees **not** contributing to the PERS retirement system are eligible to participate in a 401 (k) plan, in which WLRS, Inc. will match ½ of your contribution up to 6%.
- o **403 (b):** All employees are eligible to participate in 403 (b) plans and other tax deferred investment opportunities.

SCHOLARSHIP OPPORTUNITY: Due to the generous donation of Judith and Joe Conda, BGSU offers a scholarship to assist someone who works for WLRS. See the BGSU scholarship site for more details.

SICK LEAVE INCENTIVE PROGRAM: All employees are encouraged to minimize their use of sick leave. Therefore, all eligible employees who have completed one year of employment may elect to receive a cash benefit on an annual basis for maintaining low sick leave usage. (02-ALL-ALL-0380)

SUPPLEMENTAL INSURANCE PROGRAMS: All employees are eligible for supplemental short term insurance options including cancer, disability insurance, and additional life insurances. These are offered to employees on an optional basis at the employee's expense.

TERM LIFE INSURANCE: All employees working a regular schedule of 70 hours biweekly or more are eligible for Term Life Insurance calculated to the nearest thousand of your annual salary, available 30 days from date of hire or change (starting the first of the following month).

T.I.R.E.S.: T.I.R.E.S. is a benefit program that allows its members to get discount at certain retailers. These include theme parks, car dealerships, appliance stores and many product retailers. W.L.R.S.I. is a member of T.I.R.E.S. offering you these discounts.

TUITION REIMBURSEMENT: All employees who have completed one year of employment and are working at least 20 hours biweekly are eligible to apply for tuition reimbursement. (02-ALL-ALL-0491)

VACATION REIMBURSEMENT: All eligible full and part time employees who have three years of consecutive employment in a full or part time position may receive Vacation Reimbursement based on available balances. Vacation reimbursement is offered annually to all eligible employees. (02-ALL-ALL-0561)