

BENEFITS SNAPSHOT for PART-TIME EMPLOYEES
Benefit Plan Year: January 1 to December 31, 2019

Employees who work less than 30 hours per week are considered Part-time. Part-time employees of The Independence Center are not eligible for all benefits, however, there are several benefit options outlined in this snapshot that Part-time employees are eligible to receive.

Additional information about The Independence Center's (The IC) benefits may be found in the Employee Handbook or by consulting with Human Resources. Please take a moment to review the below benefit options that are available to you. Please note that this is only a Benefit Snapshot, benefits are subject to change.

Our Mission

Working with people with disabilities,
their families and the community,
we create independence so that all may thrive.

Our Core Values

Inclusiveness, Flexibility, Person First, Accountability, and Integrity

Our Core Competencies

Understanding what Disability Means, Customer Service, Efficiency, Development of People,
and Marketing



403(b) PLAN

American United Life (AUL) Insurance Company – a OneAmerica Company
Full-time and part-time employees are eligible to participate in The IC's 403 (b) plan. Participants must be 21 years of age or older. Employees who meet the eligibility requirements may enroll immediately. On the first of the month following 90 days of participation, The IC provides a matching contribution of \$1 for every \$1 an employee defers, up to an amount equal to 4% of annual compensation. Participants are 100% vested after five earned (5) years. To earn a year of service, an employee must be credited with at least 1,000 hours of service during a Plan year. (about 20 hrs / week)

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Full-time and part-time employees are eligible for professional, confidential and free counseling services to help deal with life issues and concerns provided by MetLife. The eligible employee and family members residing in the employee's household are eligible for five (5) free visits with a counselor, per issue, per year. The IC pays for the full cost of this benefit.

PAID VACATION TIME

Full-time and part-time employees are eligible to accrue paid vacation time upon hire. The vacation time accrual rate is based on years of service. Assuming a 40-hour work week, vacation time accrues as follows (Part-time is pro-rated):

Date of hire up to 4 years	2 weeks' vacation
5 to 9 years	3 weeks' vacation
10 to 14 years	4 weeks' vacation
15 + years	5 weeks' vacation

PAID SICK TIME

Full-time and part-time employees are eligible for paid sick time following a 90-day waiting period. Accrual of sick time is based on hours worked per week. Assuming a 20-hour work week, eligible employees will accrue sick time up to 20 hours per year.

INDEPENDENCE CENTER UNIVERSITY (ICU)

Full-time and part-time employees are eligible for ICU. The IC sponsors an in-house employee development program with a variety of courses offered (see HR for quarterly calendar). The IC pays for the full cost of this benefit.



TUITION REIMBURSEMENT PROGRAM

This benefit is available to employees who regularly work 20 hours or greater a week and have been employed with The IC for six months or longer. Employees are eligible to receive reimbursement of eligible tuition costs for up to 70% of the tuition expense, up to \$1,000 per semester and \$3,000 per year.

10% DISCOUNT ON TUITION AT COLORADO CHRISTIAN UNIVERSITY

This benefit is available to all employees. Employees are eligible to receive a discount of up to 10% on tuition at Colorado Christian University (CCU) Adult & Graduate Studies located in Colorado Springs. This liberal arts university offers a variety of programs to help working adults reach their full potential. CCU offers over 50 certificates, associate, Bachelor's, and master's degrees including nursing, counseling, business, education, and many more!

YMCA CORPORATE MEMBERSHIP

Full-time and part-time employees are eligible for The IC's YMCA corporate membership benefit. The benefit waives a one-time new member fee and provides employees and their families a discounted monthly membership fee to all eight facilities in Colorado Springs and access to any of the Y's statewide. The IC subsidizes the monthly membership fee \$14 and the YMCA discounts the fee \$7. This is a total monthly discount of \$21 per month.

VERIZON WIRELESS EMPLOYEE DISCOUNTS

Full-time and part-time employees are eligible to receive 18% off of Verizon access fees and 25% off online accessories.

COLORADO SPRINGS PHILHARMONIC CONCERT TICKETS

Full-time and part-time employees are eligible for the Philharmonic Cares project benefit. In honor of your work benefitting the wellbeing of our community, the Colorado Springs Philharmonic offers eligible employees complimentary tickets to concerts. Once registered, you'll receive an email in advance of each Philharmonic Cares concert inviting you to claim up to two free tickets.

METLIFE GROUP LIFE FUNERAL BENEFIT

Through Dignity Memorial, you and your family will have access to compassionate counselors as well as discounts on funeral services through the largest network of funeral homes and cemetery providers in North America.

