

BENEFITS QUICK LOOK for PART-TIME EMPLOYEES
Benefits Plan Year: January 1 to December 31, 2021

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

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 can 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.



403(b) RETIREMENT 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.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Lincoln Financial Group – EmployeeConnectSM

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 Lincoln. 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 workweek, vacation time accrues as follows (Part-time is pro-rated):

Date of hire up to 4 years	two weeks' vacation
5 to 9 years	three weeks' vacation
10 to 14 years	four weeks' vacation
15 + years	five weeks' vacation

PAID SICK TIME

Full-time and part-time employees are eligible for paid sick time. Accrual of sick time is based on hours worked per week. Assuming a 40-hour workweek, eligible employees will accrue sick time up to 48 hours per year.

PAID HOLIDAYS

Full-time and part-time Office employees are eligible for Holiday pay. (Part-time is pro-rated.) The IC traditionally observes the following nine holidays when the main office is closed: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday after), and Christmas Day.



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. 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 for 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, their spouses, and children. 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. It provides employees and their families a discounted monthly membership fee to all eight Colorado Springs facilities and access to any YMCA statewide.

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 our community's wellbeing, 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.

