

Puyallup Tribal Health Authority

BENEFIT SUMMARY SHEET



**REGULAR EMPLOYEES WHO WORK 20 HOURS OR MORE PER WEEK
ARE ELIGIBLE FOR THE FOLLOWING BENEFITS:**

PAID LEAVE

ANNUAL LEAVE (VACATION)

Accrues for full time employees (pro-rated for part time) as follows:

- 0 through 2 years = 4 hours/pay period (104 hours or 13 days per year)
- 3 through 4 years = 6 hours/pay period (156 hours or 19.5 days per year)
- 5 plus years = 8 hours/pay period (208 hours or 26 days per year)

SICK LEAVE

Sick Leave accrues for full time employees (pro-rated for part time) as follows:

- 0 through 2 years = 4 hours/pay period (104 hours or 13 days per year)
- 2 years plus = 6 hours/pay period (156 hours or 19.5 days per year)

OTHER LEAVE

Additional forms of paid leave include: Jury Duty and Bereavement leave. Details for each are provided in the Personnel Policies & Procedures Manual.

HOLIDAYS

There are a minimum of fourteen paid holidays per year:

New Year 's Day, Martin Luther King Day, Chief 's Day (President 's Day), American Indian Day, Memorial Day, Herman Dillon Sr. Day, Independence Day, Labor Day, Fishing Wars Recognition Day, Chief Leschi Day (Columbus Day), Warrior 's Day (Veteran's Day), Thanksgiving Day and the day after, Christmas Day and Birthday Leave.

INSURANCE

PTHA pays the premium for employees. Dependent/spouse premiums are paid for by employee. Coverage begins the first of the month following hire date.

MEDICAL INSURANCE

Kaiser Permanente Options offers:

- * Comprehensive medical, lab and x-ray services
- * Preventive care (exams, immunizations & wellness visits)
- * Prescription drug coverage
- * Mental health, chiropractic, acupuncture

INSURANCE continued:

VISION INSURANCE

Vision Service Plan (VSP)

Well Vision Exam

Prescription Glasses / Contact Lens Care

DENTAL INSURANCE (Two plans to choose from)

Premera Blue Cross Dental

Preventative and Restorative coverage

Willamette Dental

Preventative and Restorative coverage

Orthodontia coverage

LIFE INSURANCE

\$10,000 of basic life insurance is provided at no cost to employees. Additional voluntary life coverage is available for employees to purchase. Coverage amounts are up to 5 times annual earnings, or up to \$225,000, whichever is less. Coverage is also available for spouse and children, to specified amounts.

ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

\$10,000 of AD&D insurance is provided at no cost to employees. Additional, voluntary, AD&D coverage is available for employees to purchase. Coverage amounts are up to 10 times annual earning or up to \$250,000. Coverage is also available for spouse and children to specified amounts.

SUPPLEMENTAL INSURANCE

Colonial Insurance provides supplemental cancer, accident, critical illness and whole life insurance for employees to purchase.

RETIREMENT PLAN

RETIREMENT SAVINGS PLAN - 401(k) and Roth 401(k)

Select from the traditional 401(k), pre-tax deferral, and/or the Roth 401(k), post-tax deferral, retirement plans. A portion of gross wages may be contributed to either (or both) plans, subject to the annual IRS contribution limits.

Employees may enroll during one of the two annual open enrollment periods. Upon reaching two years of service, employees are eligible to receive any approved employer contributions.

OTHER BENEFITS

EMPLOYEE ASSISTANCE PLAN

The EAP is provided at no cost to employees. This is a confidential service, available 24 hours a day, 7 days a week. The EAP provides assistance to employees, their dependants and household members. Certified counselors provide clinical services for issues such as depression, stress, parenting, relationship issues, alcohol/drugs, work/career concerns and anger management. Elder care, daycare and legal referral services are also available.

DRESS CODE

Employees enjoy business casual dress code every day.

FREE PARKING

Employees have access to free parking close to their work sites.

THIS IS A BRIEF SUMMARY OF BENEFITS
THIS IS NOT A CONTRACT OR GUARANTEE OF BENEFITS