



January 1, 2016

ALLEGHANY HIGHLANDS COMMUNITY SERVICES EMPLOYEE BENEFITS

Benefit	Full-time	Part-time	On Call	Who Pays	When Eligible	What you Receive
Direct Deposit	X	X	X	N/A	Upon Hire	You can elect to have your pay directly deposited in up to two different accounts
Christmas Club	X	X	X	Employee	Upon Hire	Available through First National Bank and other financial institutions that offer direct deposit.
YMCA Membership	X	X	X	Employee and AHCS	Upon Hire	AHCS will contribute up to \$10.00 per month of your membership at the Allegheny Highlands YMCA. <a href="http://www.alleghanyhighlandsymca.org">www.alleghanyhighlandsymca.org</a> 540-962-9622
Verizon Wireless	X	X	X	Employee	Upon Hire	A 15% discount is available on plans greater than \$34.99 (except unlimited). <a href="http://www.verizonwireless.com">www.verizonwireless.com</a> 540-798-8248
GAUF	X	X	X	Employee	Upon Hire	Contributions to the Greater Allegheny United Fund can be made via payroll deduction. Email: <a href="mailto:/GAUF@ntelos.net">/GAUF@ntelos.net</a>
Virginia Credit Union	X	X	X	Employee	Upon Hire	Checking, savings and loans as well as discounts on products and services. <a href="http://www.vacu.org">www.vacu.org</a> 1-800-285-6609
Civil Leave	X	X		AHCS	Upon Hire	Leave with pay for absences related to jury duty
Paid Holidays	X See policy for details	See policy for details		AHCS	Upon Hire	12 paid holidays
Annual Leave	X See policy for details	See policy for details		AHCS	Upon Hire	Accrue or granted leave based on years of service. (EX: Full Time Hourly Employees 5 hours per pay period)
Sick Leave	X See policy for details			AHCS	Upon Hire	Accrue 5 hours of sick leave each pay period
PTO Leave	X Salaried Hybrid Employees See policy for details			AHCS	Upon Hire	Employees eligible for VRS Hybrid Retirement earn 7.5 hours of PTO leave each pay period upon hire (Not eligible for Annual and Sick Leave if have PTO)
Short Term Disability	X Salaried Hybrid Employees See policy for details			AHCS	After 1 year	Employees eligible for VRS Hybrid are eligible for Short Term Disability after 1 year of employment
Family Medical Leave	X	X		AHCS	After 1 year	Up to 12 weeks paid/unpaid leave during a 12-month period (after meeting eligibility requirements).
Health and Vision Insurance	X	X See Policy for Details		Employee and AHCS	First day of the month following employment	A comprehensive plan. Premiums are pre-tax and payroll deducted. <a href="http://www.anthem.com">www.anthem.com</a> 1-800-451-1527
Dental Insurance	X	X See Policy for Details		Employee and AHCS	First day of the month following employment	A plan with options. Premiums are pre-tax and payroll deducted. <a href="http://www.anthem.com">www.anthem.com</a> 1-800-487-5553



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COBRA	X	X See Policy for Details		Employee	Upon separation from employment	Continuation of coverage is offered to covered employees and dependents when group health or dental coverage would otherwise be lost due to certain specific events. <a href="http://www.shdr.com">www.shdr.com</a> 1-800-930-2441
Section 125 Flexible Spending (FSA)	X	X See Policy for Details		Employee	First day of the month following employment	Receive reimbursement for qualified health care and/or dependent care expenses on a pre-tax basis. <a href="http://www.myflexonline.com">www.myflexonline.com</a> 1-800-999-1030
Health Savings Account (HSA)	X See policy for details	X See policy for details		Employee and AHCS	First day of the month following employment	Receive reimbursement for qualified health care expenses on a pre-tax basis. <a href="http://www.bbt.com">www.bbt.com</a> 1-800-226-5228
AFLAC	X	X	X	Employee	Upon Hire	Aflac delivers a full range of payroll deducted insurance policies offered on a voluntary basis including: Accident, Short Term Disability, Cancer, etc.
457 Deferred Compensation	X	X		Employee and AHCS	Upon Hire	Money can be deposited into the account on a pre-tax basis and grows tax deferred until the time of withdrawal. For every \$1.00 of employee contribution, the Agency matches it \$.50 up to \$25.00 per pay period. <a href="http://www.valic.com">www.valic.com</a> 1-888-426-3753
Virginia Retirement System (VRS)	X salaried only			Employee and AHCS	Based on date of hire	Receive a contribution toward retirement. See agency and VRS handbook for details. <a href="http://www.varetire.org">www.varetire.org</a> 1-888-827-3847
Group Life Insurance	X salaried only			AHCS	Based on date of hire	Provided through VRS in the amount of two times the employee's annual salary.
Optional Life Insurance	X salaried only			Employee	First day of the month following employment	Additional term life insurance available to the employee, spouse and children. <a href="http://www.securian.com">www.securian.com</a> 1-800-441-2258
Education Assistance	X			AHCS	After 1 year	Reimbursement for tuition of job related courses, subject to approval and funding.
Licensing Supervision	X	X	X	See Policy for Details	Upon hire	AHCS encourages professional licensure and/or certification in certain areas that relate to AHCS services provided. AHCS will assist employees obtain the needed supervision needed for licensing.
Recognition	X	X	X	AHCS	Upon Hire	Activities are planned throughout the year for employee enjoyment and recognition (i.e. Holiday Luncheon, Years of Service, Social Activities, etc).

For more information about AHCS Benefits please contact Human Resources at 540-965-2135 ext: 101.