

EMPLOYMENT BENEFITS AND INFORMATION

PURPOSE OF AGENCY

Akron Summit Community Action, Inc. is a private, non-profit corporation operating state and federal anti-poverty programs. The agency was established in 1965 as a result of the Economic Opportunity Act in 1964.

The mission of Akron Summit Community Action, Inc. is to eliminate poverty and the effects of poverty in Summit County.

Below are employment benefits and other information which may assist in making the decision to become part of the Akron Summit Community Action, Inc. team.

RATE OF PAY

- Our rate of pay is competitive

HEALTH INSURANCE

- Medical
- Dental
- Prescription
- Coverage continues during the summer Head Start employees with a seasonal work schedule

<u>Type</u>	<u>Employee Contribution</u>		<u>Example</u>	
	<u>% of salary</u>		<u>Annual Salary X %=Yearly Contribution</u>	<u>Per Pay</u>
Employee	1%		\$25,000 x 1%=\$250.00	\$ 9.62
Employee +Child(ren)	2%		\$25,000 x 2%=\$500.00	\$ 19.23
Employee + Spouse	2%		\$25,000 x 2%=\$500.00	\$ 19.23
Family	2.5%		\$25,000 x 2.5%=\$625.00	\$ 24.04

BASIC LIFE INSURANCE

- Death Benefits (1x annual salary)
- Monthly Premiums paid by Agency
- Coverage continues during summer break for Head Start employees with a seasonal work schedule

SUPPLEMENTAL LIFE INSURANCE

- Supplemental Life Insurance available at employees' expense.
 - Employee- maximum of 3x annual salary, Spouse and Child(ren)-maximum of \$10,000 each.

AGENCY RETIREMENT PLAN (403-b)

- Employee contributes a minimum of 2.5% of annual salary
- Agency contributes 6.3% of annual salary

EMPLOYEE ASSISTANCE PROGRAM

- Available to employees and members of their household

PAID TIME OFF (PTO)

- Staff scheduled to work 52 weeks per year accrue:
 - 2 days per month (exempt employees)
 - 16 hours per month (non-exempt employees)
- Staff scheduled to work less than 52 weeks per year accrue:
 - 1 day per month (exempt employees)
 - 8 hours per month (non-exempt employees)
- Temporary employees accrue 8 hours per month after 3 months employment
- Accrual begins the first full pay period following 60 days of employment. Employees eligible to use accrual after six months employment

AGENCY HOLIDAY CLOSINGS

- New Year's Day
- New Year's Eve (1/2 day per Policy)
- Martin Luther King Day
- President's day
- Good Friday (1/2 day per Policy)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (plus day after)
- Christmas Day
- Christmas Eve (1/2 day per Policy)

HEAD START PAID BREAKS (Seasonal Staff)

- Winter
- Spring

EDUCATIONAL RELEASE TIME

- Up to three (3) hours per week (non-management staff)

FEDERAL PERKINS STUDENT LOAN CANCELLATION CREDIT

- Certain Head Start positions may be eligible for cancellation credit of Federal Perkins Student Loans

UNEMPLOYMENT COMPENSATION

- Employees eligible to apply at Ohio Bureau of Employment Services (OBES)
 - Approval subject to meeting OBES requirements

WORKER'S COMPENSATION

- Employees may apply for Worker's Compensation for injuries occurring during the course of employment

SOCIAL SECURITY

- Employees are subject to payment into the Social Security system.

WORK SCHEDULE

- Normal working hours for full time employees are eight (8) hours per day. Part time employees work an established schedule provided at the time of employment (subject to change based on program needs). The regular work week consists of five (5) consecutive days, Monday thru Friday. In outreach and child development locations, e.g., Early Head Start, Head Start, or Community Outreach, employees work week may vary and is established by management.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

- Federal law mandates verification that employees are eligible for employment in the United States. Each applicant selected for employment must present two (2) documents for verification, e.g., driver's license and birth certificate or original social security card, etc.

BACKGROUND CHECKS

- Employment is contingent upon successful completion of criminal background check as required by Ohio Revised Code, fingerprinting, and post-employment physical examination.

OFFERS FOR EMPLOYMENT

- All oral or written statements implying offer of employment are hereby expressly disavowed since no representative of Akron Summit Community Action, Inc. has the authority to enter into any agreement for employment for any specific period of time or assure any conditions of employment except the President/CEO who may do so only in an expressed, written agreement.

UNION PARTICIPATION

- Union membership in Ohio Association of Public School Employees – Local 146, is required for non-supervisory positions hired after August 31, 2001.