

**FT** = Full-Time (Scheduled 72 hours or more per bi-weekly pay period)

**PT** = Part-Time

**PRN** = As Needed

**Pay Period** = Every 2 Weeks

BENEFITS	DESCRIPTION	ELIGIBILITY	FT	PT	PRN
<b>Paid Leave Program</b>	Vacation, sick leave, and holiday hours are the major components of the Paid Leave Program. The program is designed to allow the employee to earn paid leave hours that are retained in their paid leave account and can be requested when the employee needs or wants time away from work, creating greater flexibility for the employee's needs. An accrual rate is the factor used to determine the percentage of an hour accrued for each hour worked.	Paid leave hours are accrued from the first date of hire but are not available for use until the employee completes three months of employment.	X	X	
<b>Bereavement Leave</b>	Paid bereavement leave is provided in the case of the death of an immediate family member.	Immediately.	X	X	
<b>Dental Insurance</b>	Offered through Delta Dental. Employee Only, Employee plus Children, Employee plus Spouse, and Family plans are available. The employee's portion of the premium is offered pretax through payroll deduction.	Enrollment is available the first of the month following 15 days of hire to employees with an FTE of 40 hours or more per pay period.	X	X	
<b>Health Insurance</b>	Offered through Wellmark (Self Insured). Employee Only, Employee plus Children, Employee + Spouse, and Family plans are available. The employee's portion of the premium is offered pretax through payroll deduction.	Enrollment is available to employees with an FTE of 60 hours or more per pay period.** Coverage begins the 1st of the month following 15 days of hire or status change.	X	X	
<b>Flexible Spending Plan</b>	Offered through Wage Works. Allows employees to pay for health plan premiums, qualifying medical and dental expenses, and dependent care expenses through pretax payroll deduction.	Enrollment is available the first of the month following 15 days of hire to employees with an FTE of 30 hours or more per pay period.	X	X	
<b>Pharmacy</b>	Prescription and limited non-prescription medications are available to employees and their immediate family members.	Immediately.	X	X	X
<b>Supplemental Insurance</b>	Offered through Aflac. Voluntary Life Insurance, Vision Insurance, Personal Accident Expense Plan, Personal Cancer Protector Plan, and Critical Care and Recovery Plan policies are available.	Enrollment is available the first of the month following 15 days of hire to employees with an FTE of 30 hours or more per pay period.	X	X	

\*\*or weekend package employees with an FTE of 48 hours or more per pay period

<b>BENEFITS</b>	<b>DESCRIPTION</b>	<b>ELIGIBILITY</b>	<b>FT</b>	<b>PT</b>	<b>PRN</b>
<b>Life Insurance</b>	Offered through Cigna. Voluntary Life insurance is available for the employee, spouse, and children.	Enrollment is available the first of the month following 15 days of hire to employees with an FTE of 40 hours or more per pay period.	X	X	
<b>Short &amp; Long Term Disability</b>	Offered through Cigna. Voluntary coverage for accidents and sicknesses.	Enrollment is available the first of the month following 15 days of hire to employees with an FTE of 40 hours or more per pay period.	X	X	
<b>Direct Deposit</b>	Direct deposit is required for new employees.	Immediately.	X	X	X
<b>Tuition Reimbursement</b>	Employees may be entitled up to \$2,500 per calendar year up to a lifetime maximum of \$10,000 in tuition reimbursement while pursuing a diploma or degree.	Available to employees who are working a regular schedule per pay period and who have completed a full year of service without disciplinary action, as long as the courses are related to the employee's position or are of benefit to the operations of RMC, offering growth or promotional opportunities.	X	X	
<b>IPERS (Iowa Public Employees Retirement System)</b>	A defined benefit pension plan contributions: <ul style="list-style-type: none"> <li>• RMC: 9.44%</li> <li>• Employee: 6.29%</li> </ul> Protection Occupation Members contributions: <ul style="list-style-type: none"> <li>• RMC: 9.31%</li> <li>• Employee: 6.21%</li> </ul>	Immediately.  IPERS is not withheld for: <ul style="list-style-type: none"> <li>• Temporary employees</li> <li>• High school employees</li> </ul>	X	X	X
<b>403(b) and 457(b) Plans</b>	Voluntary defined contribution 403(b) and 457(b) plans allow employees to postpone receipt of a portion of salary and receive its value upon retirement. Payments are made through a salary reduction agreement. Withholdings on traditional 403(b) and 457(b) plans are not subject to current federal and state income tax. Employees may elect a traditional or Roth 403(b) or 457(b) plan.	Immediately.	X	X	X
<b>Bob Holtz Wellness Center</b>	Membership is free to employees except for a nominal required tax fee.	Immediately.	X	X	X