**2020 EMPLOYEE BENEFITS**

The following is an outline of the benefits associated with full-time employment with OPRA. If you have any questions regarding the information contained in this outline, please contact the OPRA President/CEO or designee.

**Paid Time-Off**

Paid Time-Off (PTO) is time granted to employees to use for vacations, personal days, illness, planned medical procedures and doctors’ appointments. The amount of leave awarded to the employee is based on years of full-time service in the developmental disabilities field and/or experience relevant to you position. The amount of leave will be awarded as follows:

|  |  |
| --- | --- |
| **Years of Experience** | **Amount of PTO** |
| 0-2 years | 18 days |
| 3-4 years | 19 days |
| 5-6 years | 22 days |
| 7-8 years | 23 days |
| 9-10 years | 24 days |
| 11-15 years | 26 days |
| 16+ years | 28 days |

Time is accrued per pay starting at the employee’s start/anniversary date. Employees may accumulate a maximum of 40 days of PTO.

**Emergency Leave**

In addition to PTO, if an employee encounters a medical situation that will require a long-term absence from work, the employee may request additional paid “emergency leave” time or arrange for unpaid time off from the President/CEO. These requests will be handled on a case by case basis.

**HOLIDAYS**

OPRA offers 10 paid holidays throughout the calendar year. Employees have the opportunity to use one of the designated holidays on a different day within that same calendar year. For example, if the employee would like to work on President’s day and save that day to be used at a later date, for example, the day after Thanksgiving, the employee is permitted to do so when coordinated with the President/CEO or designee.

* New Year’s Day
* Martin Luther King Day
* President’s Day
* Memorial Day
* July 4th
* Labor Day
* Columbus Day
* Veteran’s Day
* Thanksgiving Day
* Christmas Day

**Health-Related Benefits**

OPRA is proud to offer a wide range of health related benefits to the OPRA team. The following highlights the benefits:

|  |  |  |
| --- | --- | --- |
| **Type of Insurance** | **Single Coverage** | **Family Coverage** |
| **Health** | OPRA Pays$ | Employee Pays$ | OPRA Pays$ | Employee Pays$ |
| **Dental** | OPRA Pays$ | Employee Pays$ | OPRA Pays$ | Employee Pays$ |
| **Vision** | OPRA Pays$ | Employee Pays$ | OPRA Pays$ | Employee Pays$ |

An HSA is available and OPRA contributes $\_\_\_\_\_\_\_\_ into the employee’s account.

Basic life insurance is provided through OPRA at no cost to the employee. Short- and long-term disability insurance is available at additional cost to the employee.

**Financial-Related Benefits**

* Full-time exempt employees are eligible for 401k participation after one (1) full year of full-time employment. OPRA contributes up to 5% of the employee’s annual salary. Those who opt to participate will be enrolled during the first full pay period following their anniversary date with OPRA. In addition to OPRA’s contribution to the 401k, employees may make voluntary pre-tax payroll contributions, as allowed by law.
* All employees may take advantage of direct-deposit of payroll.
* All employees, as persons working in Franklin County, are eligible to join the Members First Credit Union. Information packets are available upon request from OPRA President/CEO.
* All employees are eligible to take advantage of discounts offered to OPRA from time to time by Verizon Wireless, OPRA’s wireless communications provider. Information regarding these discounts is available from OPRA’s President/CEO