

Creating



*Life
Opportunities"*

Policy and Procedure # 710

Employee Benefits

Approval: /S/ Lisa Welander

Effective Date: 8/29/23

POLICY:

All employees of EFI are provided benefits based on the employee's Fair Labor Standards Act (FLSA) classification and number of hours worked.

EMPLOYEE BENEFIT PACKAGE

1. EFI employees are covered by Washington State Labor and Industries (L and I). The premium amount is based on hours worked, the type of work performed, and Labor and Industries standards.
2. EFI employees are covered by Employment Security. EFI pays the full Employment Security tax rate costs for all employees.
3. EFI employees are covered by Social Security. The employee pays half and the agency pays half as prescribed by law.
4. EFI recognizes the following holidays:

New Year's Day	Labor Day
MLK Jr. day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Juneteenth
5. EFI offers employee participation in a 401K retirement plan
 - a. In order to participate in the retirement plan, employees must complete 90 days of employment. Promotions, demotions, and lateral transfers do not trigger a new waiting period.
 - b. EFI will contribute to each eligible employee's 401K account an amount equal to the employee's contributions up to a percentage set in the annual budget of the employee's compensation. EFI's contribution will be based on the current year's budget.
 - c. EFI's matching contribution will be made each pay period the employee makes a contribution.
 - d. Employees are vested based on hire date as follows:
 - i. 0% for one year of employment

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- ii. 50% for two years of employment
 - iii. 100% for three years of employment
6. EFI offers medical insurance coverage for all regularly scheduled employees with a change of status that reflects over 30 hours per week.
- a. In order to be eligible for medical insurance coverage, employees must complete 60 days of employment. Coverage will begin the first of the month following enrollment. Promotions, demotions, and lateral transfers do not trigger a new waiting period.
 - b. As a condition of employment, an employee will need to either complete an "Employee enrollment and change" form or "Waiver of health coverage" form within 31 days of eligibility.
 - c. Employees that miss this initial enrollment period are classified as "late enrollees" and must wait for your group's next open enrollment period. There can be a qualifying event that triggers a special enrollment period. Open enrollment is Nov. 1 through Dec 31 of each year. Check with HR for further information.
 - d. Loss of medical insurance coverage may occur if an employee works three consecutive pay periods at less than 30 hours more than two times in a one-year period.