

# KIRKWOOD EMPLOYEE BENEFITS PACKAGE

## Non-exempt Full-Time Hotel Staff – 2017/2018

### BENEFIT

### KIRKWOOD NON-EXEMPT FULL-TIME HOTEL STAFF

Requirements	Must work an average 36 hours/week or more Benefits eligible effective 1st of the month following 60 days of full-time employment
Medical Insurance	Kirkwood contributes 90% of single premium for HMO plan. Employee pays for remaining coverage (as well as family) regardless of plan. Employees may opt out
Dental Insurance	Kirkwood contributes 75% of single premium. Employee pays for remaining coverage (as well as family) regardless of plan. Employees may opt out
Vision Insurance	Kirkwood contributes 75% of single premium. Employee pays for remaining coverage (as well as family) regardless of plan. Employees may opt out
Life	\$50,000
Retirement	IPERS or TIAA Employee Contribution: 5.95% pre-tax Employer Contribution: 8.93% pre-tax
PTO (Paid Time Off)	Years of FT continuous employment: 0-4 Years: 18 days/year prorated at 1.5 days/month 5-9 Years: 24 days/year prorated at 2 days/month 10+ Years: 30 days/year prorated at 2.5 days/month Can bank 5 days (40 hours) of unused PTO/year to a maximum of 60 days PTO can be taken for scheduled hours and cannot exceed 40 hours per week. PTO will not count toward overtime Banked and current year PTO will be paid out at one-half of hours accumulated. Current year PTO will be prorated
Paid Holidays (6)	New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 25
Bereavement	5 days/year
Flexible Benefit Plan	Dependent Care: \$5,000/Medical Expense: \$2,600
Employee Kirkwood Tuition	6 credit hours/semester tuition-free. Effective first semester after date of hire. \$250/Continuing Education session (4 sessions/yr). Effective first session after hire
Dependent Tuition	50% discount effective first semester after benefits eligibility date
EAP	Mercy EAP
FMLA	Mandatory use of earned paid leave
Work Comp Use of Sick leave	Allow employee to take work comp check and supplement with PTO up to a maximum of 4 hours per week/8 hours per pay period, in one-hour increments
Recreation Center	Employee: Free Spouse/Partner and children age 14-25: \$25/six-month membership
Events (Pig Out, Holiday Reception, etc.)	Free