The Hotel at Kirkwood
Employee Benefits Summary
Effective July 1, 2011
Full-Time Hourly/Non-Exempt Positions

1. **Group Medical, Dental and Vision Coverage**
   Effective: First of the month following 60 days.
   Three medical plans are offered, one dental plan and one vision plan. Employees make a contribution toward single coverage and can also elect to enroll family members. Coverage can be waived.

2. **Life Insurance**
   Effective: First of the month following 60 days.
   $50,000 Dependant and Supplemental life available for an additional cost, contact HR for more information.

3. **Flexible Pre-Tax Benefit Plan (IRS Section 125)**
   Effective: First of the month following 60 days.
   Employees may choose to participate in the medical expense and/or dependent care reimbursement program. No additional flex dollars provided.

4. **Workers’ Compensation**
   Effective: Date of Hire

5. **Vacation**
   Effective: First of the month following 60 days as follows. Days are prorated when benefits eligible mid-year.
   Year 0 – 4: 10 days per year, prorated at 1 day per month not to exceed 10 days/year.
   Year 5 – 9: 15 days per year, prorated at 1.5 days per month not to exceed 15 days/year.
   Year 10+: 20 days per year, prorated at 2 days per month not to exceed 20 days/year.

6. **Holidays**
   If the employee is not scheduled to work the holiday, they will receive holiday pay if they work their assigned hours on their scheduled work day immediately prior to and following the holiday. For example, if the holiday is Monday, July 4, and they are scheduled to work 8 hours on the previous Friday and the following Tuesday, and they work those scheduled hours, they will receive the paid holiday. If they are scheduled to work the previous Friday and/or the following Tuesday and get prior approval to take a vacation or personal day on either or both these days they will receive the paid holiday. Otherwise the holiday will not be paid.

   If the employee is scheduled to work on the holiday and works the scheduled holiday hours, the employee is eligible for holiday pay plus pay for the actual hours worked that day, as long as they meet the same guidelines as noted in the previous paragraph (working their assigned hours in the scheduled work day immediately prior to and following the holiday).

7. **Personal Illness/Injury**
   Effective: First of the month following 60 days.
   Six (6) days per year, prorated at one-half day per month, can bank up to 50 days.
8. **Bereavement Leave**  
   Effective: First of the month following 60 days.  
   Five days for family as defined in the Employee Handbook, Section 4.13.3.

9. **Personal Leave**  
   Effective: First of the month following 60 days.  
   Two (2) days per fiscal year; prorated at 1 day per half fiscal year.

10. **Retirement Programs**  
    Effective: Date of hire.  
    Choice between IPERS and TIAA-CREF

11. **Tax-Sheltered Annuities (Optional supplemental retirement plan contact HR for more information)**  
    Eligible: Date of hire.

12. **Tuition Benefit**  
    Eligible: First of the month following 60 days.  
    Six (6) credit hours per semester tuition free; $200 per continuing education catalog.

13. **Dependent Tuition Benefits for Kirkwood Credit Classes**  
    Eligible: First of the month following 60 days.  
    50% discount on credit classes for dependent children and spouse/partner.

14. **Employee Assistance Program (EAP)**  
    Eligible: Date of hire.

15. **Group Long Term Care Insurance (Contact HR for more information)**  
    Eligible: Date of hire.