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## Employee Benefits Overview

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FrontLine Service is excited that you have expressed interest in working with us! As we move through the interview and selection process, we want you to have an overview of the benefits we offer to our employees. This will better enable you to ask questions and evaluate your offer if an offer is made. While every effort has been made to accurately describe the benefits, if there is a conflict between what is stated here and what is stated in certificates of coverage, the certificate of coverage will prevail.

### FrontLine Service is a Great Place to Work!

FrontLine Service has been awarded one of Northeast Ohio's "Best Places to Work!" Find out more at: [www.northcoast99.org](http://www.northcoast99.org).

### Not from Northeast Ohio?

One of the many benefits of working at FrontLine Service is living in Northeast Ohio. Please check out all Northeast Ohio has to offer for work and living. Visit the website: [www.thisiscleveland.com](http://www.thisiscleveland.com) to find information on recreation, work and life in Northeast Ohio.

### Time Off Benefits

FrontLine Service grants a variety of time-off benefits to help employees balance the obligations of work and personal life. Here are examples of time off in the first year of employment.

Vacation	15.3 eight hour days first year*
Sick	13 eight hour days per year
Personal	3 days each year, prorated the first year
Holiday	12 days ( including 3 floating holidays)

\*Vacation accruals increase with years of service (after 3, 5, & 8 years)

## **In-House Trainings**

FrontLine Service offers in-house trainings throughout the year that are conducted by residents, Psychiatrists and specialists in their respective field(s). Employees are able to gain CEU credits for most trainings that are offered.

## **Life and Accidental Death and Dismemberment**

FrontLine Service provides a \$15,000 policy to each of its non-probationary employees. This benefit is fully paid by FrontLine Service.

## **Short-Term Disability**

FrontLine Service provides income protection for its non-probationary employees through a short-term disability insurance program. Employees who are ill or injured for more than 30 days are eligible to receive 66 2/3 of their weekly income up to a maximum of \$500. The maximum benefit period is 26 weeks. This benefit is fully paid for by FrontLine Service.

## **Long-Term Disability**

For those employees who sustain an injury or illness that keeps them out of work for more than 26 weeks, FrontLine Service has purchased long-term disability insurance on behalf of all non-probationary employees. This benefit is fully paid for by FrontLine Service.

## **Retirement Savings**

FrontLine Service has a 403(b) Retirement Savings plan which allows you to begin putting away money on a tax free basis within thirty days of starting work. FrontLine Service contributes 2.5% when employees contribute at least 1.25% of their actual annual salary for the prior year for those employees who are non-probationary.

## **Parking & Mileage**

FrontLine Service pays the cost of parking for all employees. Mileage is paid out every month to employees at the federal reimbursement rate for driving to carry out job responsibilities.

## **Employee Assistance Program**

FrontLine Service has retained Lifestyle EAP, a part of the (Cleveland Clinic), to provide our employees with help managing stress, life changes, and other issues that may be affecting your work and personal life. Their services are available to all persons in the household. Phone: 800.989.3277

## Health Insurance

FrontLine Service provides employees with a singular plan through Cigna. It is a PPO plan with varying out of pocket co-payments for doctor's visits and prescription medication. 85% of the plan's premiums are absorbed by FrontLine Service. Employee rates are listed in the table below.

Tiers	Employee Pays Per Pay (26)
Employee	\$ 55.30
Employee and Spouse	\$ 116.09
Employee and Child(ren)	\$105.04
Family	\$ 165.82

## Vision Insurance

EyeMed Vision Care is the vision insurance carrier offered by FrontLine Service. This benefit is offered to employees as an employee paid benefit. This insurance covers glasses, contacts and eye exams.

Tiers	Employee Pays Per Pay (26)
Employee	\$ 2.57
Employee and Spouse	\$ 4.87
Employee and Child(ren)	\$ 5.13
Family	\$ 7.54

## Dental Insurance

Cigna is the dental insurance carrier offered by FrontLine Service. FrontLine Service pays a substantial portion of the dental premium to help make this benefit affordable. The real advantage though of the plan is your ability to increase your annual maximum benefit through maintaining good dental care and prevention services.

Tiers	Employee Pays Per Pay (26)
Employee	\$ 1.56
Employee and Spouse	\$ 3.34
Employee and Child(ren)	\$ 4.36
Family	\$ 6.14

## Flexible Spending Accounts

FrontLine Service offers both medical and dependent care savings accounts.

For more information on FrontLine Service please visit our website:

**[www.FrontLineService.org](http://www.FrontLineService.org)**