

First Day of Employment	<ul style="list-style-type: none"> • OTO Accrual Begins @ .0616/hr ** • PDL Accrual Begins @ .0462/hr ** • 401K Staff Contribution Opportunity begins-all staff • 403B Staff Contribution Opportunity begins-all staff • 401K SCH - 1 yr of employment begins for plan entry eligibility • 401K SCH contribution - Vesting Time begins • Jury Duty Leave eligibility begins • Military Leave eligibility begins • Primary Care discount available • Cafeteria Discount available • Credit Union eligibility begins • EAP eligibility begins-all staff 	After 12 months of Employment	<ul style="list-style-type: none"> • Staff Member's "Annual Competency Assessment" is performed; consideration for pay increase • PDL eligibility begins ** • Eligible for Retirement Plan Entry • FMLA Leave eligibility begins • Personal Leave eligibility begins • Educational Leave eligibility begins • OTO accrual increases to .0847/hr ** • 401K SCH contribution - Vested at 20%*
First Day of the Month immediately after 30 days of Employment	<ul style="list-style-type: none"> • Health Insurance becomes effective (FT) - requires enrollment • Dental Insurance becomes effective (FT & PT) - requires enrollment • Supplemental Insurance becomes effective (FT & PT) - requires enrollment • Flexible Spending Accounts become effective (FT) - requires enrollment 	First Plan ENTRY Date after 12 months of Employment	<ul style="list-style-type: none"> • Entry dates of January 1st, April 1st, July 1st and October 1st—earnings after plan entry are considered for SCH contribution.
After 60 days of Employment	<ul style="list-style-type: none"> • OTO becomes available for use (FT, PT) ** • Staff Member's "Initial 60 Day Competency Assessment" is performed • Medical (Non-FMLA) Leave eligibility begins 	After 2 years Of employment	<ul style="list-style-type: none"> • 401K SCH contribution - Vested at 40%*
After 90 days of Employment	<ul style="list-style-type: none"> • Bereavement Leave eligibility begins 	After 3 years Of employment	<ul style="list-style-type: none"> • 401K SCH contribution - Vested at 60%*
After 6 months of Employment	<ul style="list-style-type: none"> • Transitional Employment status ends • Tuition Assistance eligibility begins for FT staff 	After 4 years Of employment	<ul style="list-style-type: none"> • 401K SCH contribution - Vested at 80%*
First Day of the Month immediately after 6 months of Employment	<ul style="list-style-type: none"> • Long Term Disability Insurance coverage begins (FT) • Life Insurance/ADD coverage begins (FT & PT) 	After 5 years Of employment	<ul style="list-style-type: none"> • OTO accrual increase to .1039/hr ** • 401K SCH contribution - Vested at 100%*
After 6 months of Employment	<ul style="list-style-type: none"> • Long Term Disability Insurance coverage begins (FT) • Life Insurance/ADD coverage begins (FT & PT) 	After 10 years Of employment	<ul style="list-style-type: none"> • OTO accrual increase to .1231/hr **
After 6 months of Employment	<ul style="list-style-type: none"> • Long Term Disability Insurance coverage begins (FT) • Life Insurance/ADD coverage begins (FT & PT) 	After 15 years of employment	<ul style="list-style-type: none"> • OTO cash out option available up to 80 hours & must be taken during your birth month
After 6 months of Employment	<ul style="list-style-type: none"> • Long Term Disability Insurance coverage begins (FT) • Life Insurance/ADD coverage begins (FT & PT) 	First Day of the Month immediately after coverage ends	<ul style="list-style-type: none"> • COBRA coverage begins for FT & PT if elected • COBRA coverage available up to 18 months • COBRA coverage available up to 29 months if approved for social security disability • COBRA coverage available up to 36 months for dependents under certain circumstances



Staff Eligibilities & Progressions

*For "vesting" purposes "1 year of service" requires a minimum of 1,000 hours worked on a calendar year basis.

**Note: Your individual contract may contain specific vacation and sick time benefits that may substitute for the Paid Time Off (OTO – Occasional Time Off and PDL – Personal Disability Leave) benefits illustrated above.