

# Benefits at a Glance

The following benefits are available to full and/or part time employees as noted.

**Group Health Insurance** (Health Savings Account) provided to full time employees

- Insurance provided by United Healthcare
- Pharmacy benefits
- HSA checking account through Wright Patt Credit Union
- Employee contributions to HSA account are tax deductible
- Currently, premiums for eligible employees are paid by Choice One. Dependent coverage is available through employee co-pay of additional premiums.

**Group Life Insurance** (coverage is provided at no cost to all regular, full-time employees)

- Insurance benefit of 1x annual salary

**Optional Supplemental Insurances**

- Optional Life and Health Insurances are available to all regular employees for purchase through tax deductible payroll contribution

**401(k) Retirement Savings Plan** provided to all regular employees, age 18 years and older.

Currently offering 100% match on up to the first 3% of contributed salary and 50% match on up to the next 5% of contributed salary. All employees are automatically enrolled at the 5% contribution level after three months of consecutive service. An opt-out option must be executed if the employee does not wish to participate. (Investment and contribution schedules are followed unless the employee elects otherwise.)

**Paid Time Off**

- Paid Time Off is granted on Jan 1 of each year to eligible employees, per the schedule below and following the guidelines outlined in the Employee Handbook. New employees are granted time, prorated for the year, based upon their start date.
  - 0-5 years – 120 hours per year
  - 6-15 years – 160 hours per year
  - 15+ years – 200 hours per year
  - Part-time regular employees – 40 hours per year

**Holidays**

Choice One recognizes 7 paid holidays per year. All regular employees are entitled to the following paid days off; guidelines for part-time employees are outlined in the Employee Handbook.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

**Wellness Program**

A partial reimbursement of the membership fee paid to a credited physical fitness facility is offered to all Choice One employees. (Participation requirements apply.)

**Wireless Cell Phone Program**

Choice One provides cell phone coverage under the company plan and helps with the purchase of new equipment and accessories. (Conditions apply.)