

# Bell Tower Residence Employee Benefits Summary

<u>Effective</u>	<u>Benefit</u>	<u>*FT</u>	<u>*PT</u>	<u>*OC</u>	<u>*T</u>
Prior to Employment	<b>Pre-employment Physical Exam</b> (Paid by employer if required)	X	X	X	X
Date of Hire	<b>Overtime Pay -- time-and-a-half</b> Non-Exempt employees only (Hours in excess of 80 per week) (Hours in excess of 8 per day or 80 per pay period for those affected)	X	X	X	X
Date of Hire	<b>Vacation Accrual</b> (may not be used during introductory period)	X	X		
Date of Hire	<b>Sick Leave Accumulation</b> (may not be used during introductory period)	X	X		
Date of Hire	<b>Health and Dental Insurance - (Optional)</b> Employer pays 90%; Employee pays 10%.	X			
Date of Hire	<b>Long-term Disability and Life Insurance</b>	X			
Date of Hire	<b>Social Security Benefits</b>	X	X	X	X
Date of Hire	<b>Worker's Compensation</b> Incident Report to be filed within 24 hours	X	X	X	X
Date of Hire	<b>Inservice Education</b> Paid as hours worked	X	X	X	X
Date of Hire	<b>Standard Precautions</b> Required before assuming responsibilities that may expose the employee to such material	X	X	X	X
Date of Hire	<b>Fire Safety Course</b> Required within 90 days of employment	X	X	X	X

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Date of Hire	<b>First Aid Course</b> Required within 90 days of employment	X	X	X	X
Date of Hire	<b>Medication Administration Training</b> (CNAs only)	X	X	X	X
Date of Hire	<b>Discounted Meal Tickets</b>	X	X	X	X
Date of Hire	<b>AFLAC</b>	X	X		
Date of Hire	<b>Discounted Purchasing from Baraboo - Sysco</b>	X	X	X	X
Date of Hire	<b>Discounted Cellular Phone Service from Cellcom &amp; AT&amp;T</b>	X	X	X	X
Three Months	<b>Six Paid Holidays Plus Two Personal Holidays</b>	X			
Three Months	<b>Holiday Pay -- time-and-a-half</b>		X	X	
Three Months	<b>Retirement Benefits</b> Tax-sheltered Annuity Plan (must be 21 years of age) Employer contributes \$.50 on the \$1 up to 3%	X	X		
Three Months	<b>Meetings and institutes</b> As approved by administration Paid as hours worked; maximum eight hours a day	X	X	X	X
Three Months	<b>Death in Family</b> Members of family specified in Handbook Up to three days allowed	X	X		
Three Months	<b>Discounted Membership at Riverside Athletic Club</b>	X	X	X	

\*FT = Full-time    PT = Part-time    OC = Occasional    T = Temporary

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