



# BENEFITS SUMMARY

BENEFIT	ELIGIBILITY			WHEN ELIGIBLE	POLICY
	FULL TIME	PART TIME	PRN		
Health Coverage Blue Cross/Blue Choice \$25 co-pay in the network \$500 Individual Ded. \$500 Hospital Admit. \$12.00, 25.00 and \$40.00 Prescriptions Out of network option	X			1st of month after 30 days of employment	Coverage available for staff member and family. WTRC pays for employee only.
Life Insurance	X			1st of month after 30 days of employment	<b>\$10,000</b> of Life and Accident Death and Dismemberment provided for FT ee's
Cafeteria Plan	X	>30 hours worked per week		1 <sup>st</sup> of month after 30 days of employment	<b>Various programs are available thru the Cafeteria Plan</b> – either pre or post tax opportunities for additional life, LTD, Short Term Disability, Cancer, Dental, Medical Spending Account, and premiums are paid by employee.
Dependent Care Plan	X			Same as above	Allow employees to pay for dependent care with pre-tax dollars. Up to \$5,000 annually can be deducted (family earnings < \$25,000 receive better tax credits than plan provides).
Bereavement Leave	X	X		Date of hire	<b>Up to 5 days paid for loss in immediate family</b> , with 1 day allowed for other family members. Friends/Acquaintances: excused for local funerals.
Leave of Absence	X	X		90 days	Time off for military service or training, personal time or medical leaves (including maternity.)
Family Medical Leave	X	X		12 months of employment with 1250 hours worked.	Up to 12 weeks of unpaid leave in a 12-month period for eligible medical or family situations. Refer to P&P governing LOAs for more detail.

Occupational Injury Benefit Program	X	X	X	Date of hire	WTRC does not subscribe to Texas Worker's Compensation. This Plan is our Benefit Program for employees who may become injured on the job.
Jury Duty	X			Date of Hire	While serving only
401(K)	X	X		1 <sup>st</sup> day of each quarter.	Staff member may contribute a percentage of annual salary to this program. Fully vested after 2 years of employment WTRC matches up to 3%.
Tax Sheltered Annuity – 403(b)	X	X		Date of hire	Human Resources has information on this program.
Paid Time Off	X	X		90 days	Comprehensive paid time off (PTO) program allowing flexibility in the use of time off from work. PTO is to be used for vacation, personal time, and any sick time.  <div style="text-align: right;"> 1-4 years      16 days  4-9 years      21 days  10+            26 days </div>
Extended Illness	X	X		90 days	Staff accrue seven days a year to a maximum of 90 days.
Holidays	X	X		Date of hire	Designated in January of each year. Includes New Year's Day, Memorial Day, 4 <sup>th</sup> of July, Labor Day, Thanksgiving, the day after, ½ day Christmas Eve, and Christmas Day. Other holidays will be communicated each January.
Wage Increases	X	X		1 year	Based upon performance, attendance, etc.
Continuing Education	X	X		90 days	Internal educational programs are provided. Employees are sent to educational programs when not available at WTRC. Employees follow a Request to Attend Workshop policy and procedure.