



**Brevard Family Partnership – A Community Based Care Agency**  
760 North Drive, Suite E  
Melbourne, Florida 32934  
(321) 752-4650 - Office  
(321) 752-3275- Fax

## **BREVARD FAMILY PARTNERSHIP** **BENEFIT PROGRAM OVERVIEW**

**Effective July 1, 2010 – Presented to Board of Directors February 24, 2011**

Brevard Family Partnership provides a comprehensive and competitive benefit program as part of its “Total Compensation” approach to attract and retain qualified staff. Benefits are for full time staff, defined as those working a minimum of 30 hours per week. Core components include:

### **HEALTH AND WELFARE PROGRAMS**

- A bundled health plan which includes medical, dental and vision insurance plans as well as both short and long term disability coverage.
- Currently the organization offers four (4) different medical plans through United Health Care from which employees can choose: two (2) traditional in and out of network plans and two (2) High Deductible Health Plans (HDHP).
- Coverage under these programs is effective the first day of employment with enrollment required within the initial 30 days of employment.
- Employees and the company share in the cost of this benefits package.
- Employees who waive enrollment in this program are eligible to purchase Short and Long term Disability programs.
- All employees receive Basic Life and Accidental Death & Dismemberment (AD&D) insurance at no cost up to one times the annual salary to a maximum of \$50,000.
- All employees may elect to purchase (age-rated rates) additional life and accident insurance on themselves and/or their dependents.
- A Pre-tax Flexible Spending Account (FSA) for health co-pays, deductible and other out of pocket health care expenses is also available.

Specific changes resulting from the enactment of Health Care Reform are implemented, phased in per the law. Certain provisions have already been implemented including the exclusion of eligibility of over the counter medications to be reimbursed through the flexible spending account and the dependent coverage to age 26.



**Brevard Family Partnership – A Community Based Care Agency**  
 760 North Drive, Suite E  
 Melbourne, Florida 32934  
 (321) 752-4650 - Office  
 (321) 752-3275- Fax

**TIME OFF PROGRAMS:**

- Brevard Family Partnership utilizes a Paid Time Off (PTO) program for all full time staff.
- Eligible employees (full time, 30+ hours/week) begin to accrue PTO hours immediately.
- The accrual rate is 7 hours per pay period (26) of PTO hours annually (22.75 days) for the first three (3) years of employment.
- Beginning with the first pay period after the completion of three (3) years, the accrual rate increases to 9.23 hours of PTO per pay period (30 days annually)
- The Agency recognizes 10 holidays and provides one Cultural Holiday. These are:

New Years Day	Martin Luther King Day	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	2 <sup>nd</sup> Day at Christmas
2nd Day for New Years	Cultural Holiday	

- Leaves of Absence are available to eligible staff based on federal and state law.

**RETIREMENT AND OTHER PROGRAMS:**

- The Agency offers eligible employees (full time with 1,000 hours and age 21) a 401(k) program. The company currently contributes 5% to the plan for all eligible employees.
- The Agency provides a Tuition Reimbursement plan (\$1,500 annual benefit).
- The Agency provides Adoption Benefits.
- The Agency offers a 529 College Savings Plan.
- The Agency offers an Employee Assistance Program (EAP)
- The Agency provides training and attendance at conferences for staff members and has a minimum requirement of 15 hours of training annually for each staff member.
- The Agency has an Educational Milestone Program (pending funding).
- The Agency has a Performance Incentive Program (pending funding)
- The Agency has a formal salary administration program and merit matrix (pending funding).
- Divisions hold annual staff retreats for team building and recreational activities (pending funding)
- The Agency organizes and provides an Employee Appreciation Week (Pending funding).
- The Agency holds a mid-fiscal year training (Pending funding).

*NOTE: This is a summary overview only. The Agency reserves the right to change, amend, suspend, terminate or reduce these benefits at any time in its sole discretion.*