

# Benefits Eligibility

**Full-time employees** are eligible for all benefits outlined in Bethany's Personnel Policy Manual.

**Part-time employees working 30 hours or more** are eligible for all benefits on a percentage basis of time worked. For example, employees working 32 hours per week will receive 80% of all benefits, except for health insurance, in which case they receive 100% of the benefit.

**Part-time employees working less than 30 hours per week but more than 20 hours per week** are not eligible for health benefits but are eligible for all other agency benefits on a percentage basis of time worked.

**Temporary employees** are not eligible for sick leave, paid vacations, or other benefits.

**Independent contractors and volunteers** are not eligible for any benefits.



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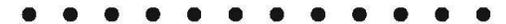
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**115 S. 2nd Street, #6  
Maquoketa, Iowa 52060  
(563) 652-6473**



# Employee Benefits



# Holidays

Employees receive the following paid holidays while employed at Bethany for Children & Families:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve afternoon
- Christmas Day

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**Employee Benefits at  
Bethany for  
Children & Families  
FY2021**

[www.bethany-qc.org](http://www.bethany-qc.org)

# Bethany Employee Benefits

## Dental Insurance

Bethany's dental coverage is self-insured, administered by Alera Group.

## Health Insurance

Bethany for Children & Families offers an option of two health insurance plans under UnitedHealthcare (UHC) Choice Plus. One, a Traditional Plan, the second, a high deductible plan.

## Health Savings Account (HSA)

\$840 Single/\$1,200 Family

A Health Savings Account is a tax-exempt trust or custodial account established exclusively for the purpose of paying or reimbursing qualified medical expenses for staff, spouses, and dependents. The HSA plan also allows participants to add their own pre-tax contributions to the agency's contribution. In addition, motion credits earned in the motion wellness program through UHC are deposited quarterly in the HSA.

## Rally

Staff members who participate in Bethany's insurance plan are automatically enrolled in Rally, which provides additional information about your health and incentivizes making healthy choices through rewards and drawings.

## UnitedHealthcare Motion

Staff members who participate in Bethany's high deductible health insurance plan are automatically enrolled in UHC Motion, a wellness regimen that encourages a healthier lifestyle through moderate exercise. Staff members can earn up to \$3 per day, which is deposited in the employee's Health Savings Account. Furthermore, if the staff member meets 60% of UHC Motion goals, employee premiums are discounted.

## RealAppeal

Staff members who participate in Bethany's insurance plan and are eligible may participate in RealAppeal, a year-long weight loss and maintenance program addressing diet, exercise, and behaviors with 24/7 online support, a mobile app, and a success kit to kick-start a new healthy lifestyle.

## 403(b) Thrift Plan

An employee either begins receiving Bethany contributions to a 403(b) Thrift Plan the 1st of the month after hire, or the 1st of the month after the one year anniversary date, depending on the number of non-profit hours previously worked. These contributions are calculated at 8% of each employee's bi-weekly earnings. There is a tiered vesting schedule of 20% after the first two years of employment which increases by 20% every year thereafter until six years of employment would put the individual at 100% vesting status.

## Annual Leave/Vacation

Beginning employment for full-time employees, vacation time is earned at the rate of one working day for each month with the exception of zero days earned during June and December. Vacation days are earned on the last calendar day of the month in which they are earned. After an employee has worked 12 months, vacation is earned at the rate of two working days for each month with the exception of zero days earned during June and December. Employees may accumulate a maximum of 24 vacation days. (Part-time employees who work 50% or more receive vacation time benefits on a percentage basis of time worked.)

## Sick Leave

Full-time employees earn sick leave at the rate of one day per month, 12 months a year to a maximum of 90 days accrued. Sick days are earned on the last calendar day of each month. (Part-time employees who work 50% or more receive sick leave benefits on a percentage basis of time worked.)

## Additional Leave

Employees may be granted Family and Medical Leave, educational leave, bereavement leave, time off for jury duty, and time off to attend "active duty training" or respond to a national emergency as part of the National Guard and other military units.

## Additional Benefits

- Bethany provides limited educational aid for full-time staff to attend workshops, institutes, seminars, and college courses.
- In appreciation for long-term continuous employment, employees receive a bonus of one month's salary after 10 years of continuous service and every five years of continuous service thereafter.



Keeping *children* safe, strengthening *families*, and building healthy *communities* since 1899.