



# LAKELAND CARE

Local. Compassionate. Dependable.

## Lakeland Care Benefits Summary

*For employees working 30 or more hours per week*

### HEALTH/DENTAL/VISION INSURANCE

Coverage is available the first of the month following 30 days of employment. All plans are PPO plans and have open enrollment every November for January effective dates.

Health – Preventive care covered at 100%.

Dental – Treatment guarantees for 24 months following service.

Vision – Full service and materials only plans available.

### GO 365

Go365 is a Wellness Program that provides a fun and easy way to track healthy habits and activities, including obtaining recommended wellness check-ups, immunizations and screenings. Those habits are recognized, and members are rewarded with “Bucks,” which have no cash value but can be redeemed in the Go365 Mall for items like gift cards, movie tickets and Go365-compatible fitness devices.

### FLEXIBLE SPENDING

Plans are available on the first of the month following 30 days of employment. Flexible spending allows employees to pay for eligible healthcare and/or dependent care expenses with pretax dollars.

### 401K RETIREMENT PLAN

Employees at least 18 years old are eligible to participate after 2 months of service. Employer match of 100% on the first 2% deferred and 50% of the next 4% deferred. Fully vested after two years of employment. Auto-enrolled at 6% with automatic increases annually to a max of 10% (ability to modify or opt-out).

### BASIC LIFE/AD & D INSURANCE

Coverage is available the first of the month following 60 days of employment. Lakeland Care provides at no cost a benefit of 1.5 times annual salary, with a minimum of \$50,000 of basic life, and 100% of the basic life benefit in AD&D coverage to all employees working 30 or more hours per week.

### LIFE/DISABILITY PLAN ADD-ONS

Value-added services available at no cost to employees:

Travel Assistance, Identity Theft Protection and Online Legal

and Financial Resource Center including document preparation.

### VOLUNTARY LIFE INSURANCE

Coverage is available the first of the month following 60 days of employment. Employees are able to purchase units for themselves, their spouse and children.

Employee: guaranteed \$100,000; option for up to five times their annual salary available to purchase.

Spouse: guaranteed \$25,000; up to \$100,000 available to purchase.

Children: \$1,000, \$2,000, \$4,000, \$5,000 or \$10,000

### VOLUNTARY CRITICAL ILLNESS & ACCIDENT INSURANCE

Coverage is available the first of the month following 60 days of employment. This is an affordable way to help protect against risks to your financial wellness and cover unforeseen medical bills due to major illnesses or accidents. Choose between two plans for which will fit your needs:

High plan – Up to \$10,000 for critical illness; \$200 wellness benefit per covered person.

Low plan – Up to \$5,000 for critical illness; \$175 wellness benefit per covered person.

Accident insurance pays based on a schedule of benefits following an injury sustained from an accident.

Guaranteed coverage upon new hire enrollment.

### SHORT-TERM/LONG-TERM DISABILITY

Coverage is available the first of the month following 60 days of employment, at no cost to the employee. Short-term replaces 60% of employees' weekly earnings up to a maximum of \$2,000 per week for the first 13 weeks of injury or illness. Long-term replaces 60% of employees' annual earnings up to a maximum of \$8,000 per month following the initial 13 weeks of injury or illness.

### WORK-LIFE BALANCE

Employees may be eligible to participate in the following after they successfully complete 90 days of employment:

Alternative Work Schedule (AWS), work from home or an alternative work site (telework), and/or flex time for occasional deviations to an employee's normal work schedule.



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### PAID TIME OFF (PTO)

PTO is available on the date of hire on a pro-rated basis and then annually based on length of service date as noted below. PTO can be used for any time away from work (vacation, sick time, etc.)

Years Completed as of January 1 of Each Year	PTO Days 'Awarded' on January 1 of Each Year
< 1 yr (July - Dec hire)	10 + 5 additional days upon completion of 6 months
< 1 yr (Jan - Jun hire)	15
1 - 4 years	18
5 - 11 years	22
12 - 18 years	27
19 - 23 years	31
24+ years	32

### PAID HOLIDAYS

The nine paid holidays in which Lakeland Care offices are closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

### FLOATING HOLIDAYS

In addition to paid holidays, Lakeland Care offers two Floating Holidays, which are similar to PTO days.

### FUNERAL LEAVE

Employees can immediately utilize funeral leave for missed scheduled work because of time necessary to make arrangements and/or attend the service.

### JURY DUTY

Employees are immediately eligible to receive their normal compensation while out of the office to serve on jury duty. Any payment, less mileage, is to be turned in to Lakeland Care.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

A full EAP program with unlimited telephonic assessment and up to 5 face-to-face diagnostic and short-term problem resolution sessions.

### EMPLOYEE TRAINING

Lakeland Care will fund/reimburse each employee for job-related training and development activities, up to \$200 each calendar year.

### CARE FOR A CAUSE

Lakeland Care believes it is important to provide support to the communities that we support. This program provides employees with the opportunity to make a donation to designated causes via payroll deduction or cash donation.

### INTERNAL COMMITTEES

Employees have opportunities for voluntary participation on committees that support learning, growth and a positive culture at Lakeland Care.

### CARE COMMITTEE

The CARE Committee has a specific purpose to create an environment that values and supports employee engagement by developing internal employee programs and events along with a culture of community involvement for Lakeland Care employees.

### EMPLOYEE DISCOUNTS

Employee discount program on cell phone plans, computer purchase program and tuition fees.

### COMPENSATION PHILOSOPHY

*Lakeland Care will recruit, motivate, and retain dedicated, forward thinking, compassionate and professional employees capable of providing exemplary service to the individuals we serve through use of the Lakeland Care Guiding Principles. In return, the Lakeland Care will utilize a total compensation system that is market competitive, offers professional development, includes comprehensive benefits and promotes a flexible work environment.*

*See specific policy or plan documents for details of all benefits listed.*