

<b>Chapter:</b>	Human Resource Management		
<b>Title:</b>	Employee Benefits and Insurance		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> CEO/HR Coordinator	<b>Adopted Date:</b> 08.2021  <b>Review Date:</b> 05.2023	<b>Related Policies:</b> Compensation Family Medical Leave (FMLA) Equal Employment Opportunity Diversity, Equity and Inclusion

**Purpose:**

Hopeful Horizons (HH) seeks to attract and retain employees by offering an attractive and competitive compensation and benefits package. This policy is established to provide guidelines for establishing the benefits plan for all HHs' directly employed positions.

**Scope:**

This policy applies to

- All HH Staff                       Selected HH Staff, as specified:  
 HH Board Members               HH Volunteers  
 Other:

**Policy:**

HH shall offer equitable and cost-effective employee benefits based on a Board approved budget. Notice of benefits shall be provided to employees upon acceptance of an employment offer. Benefits may be subject to waiting periods or successful completion of probationary periods.

- A. **Eligibility:** HH offers regular full-time and regular part-time employees (working at least 30 hours per week) participation in a group health, dental and vision plans at a pro rata cost paid through payroll deduction. Disability and life insurance are a covered benefit for all employees. Employees also have the opportunity to participate in a voluntary, defined contribution retirement plan. Each eligible employee shall be notified of enrollment for insurance benefits. No changes may be made to benefit election, excluding special circumstances, during that benefit year, per IRS guidelines.
- B. **Assessment of Benefit Plans:** At the direction of the Chief Executive Officer (CEO), Human Resources shall conduct a periodic review of HHs' employee benefit plan. The review shall consider: 1) Employee input and preferences, 2) Best value, 3) Cost to HH and 4) Cost to the employee.
- C. **Approval:** The determination of employee benefits is at the discretion of the CEO. The CEO shall propose, for Board approval, an annual budget inclusive of projected employee benefit costs. Any substantive changes to employee benefits that results in increased cost shall be referred to the Board for consideration of any necessary budget adjustment. The CEO's benefit package shall be negotiated with the Executive Committee of the Board and approved by the Full Board.

- D. **Benefits Termination/Change:** Because conditions change, it may be necessary to modify or discontinue any of the benefits provided by HH to the extent allowed by law. HH reserves the right to make such changes at its sole discretion.
- E. **Compliance:** HH employee benefit plan shall be administered consistent with the organization's commitment to Diversity, Equity and Inclusion, in accordance with HHs' Equal Employment Opportunity policy and in compliance with State and Federal Law, including but not limited to:
1. Management of health benefits in compliance with [Employment Retirement Income Security Act \(ERISA\)](#), [Consolidated Omnibus Budget Reconciliation ACT \(COBRA\)](#), the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), [Mental Health Parity and Addictions Equity Act \(MHPAEA\)](#) and the [Affordable Care Act](#).
  2. The [Family Medical Leave Act \(FMLA\)](#) affords employees the right to extend unpaid leave for defined personal or familial matters. See HH Policy and related FMLA procedure.
  3. Members of the United States military, including reservists who are called to active duty are entitled to re-employment and continuity of health care benefits under The [Uniform Services and Reemployment Rights Act \(USERRA\)](#).
  4. Internal Revenue Service rules pertaining to [Cafeteria Plans \(Section 125 Plans\)](#) and Health Savings Accounts.
  5. [The Age Discrimination in Employment Act](#) forbids employers to discriminate against persons aged 40 or over on the basis of age. The law specifically prohibits the denial of benefits.
  6. [The Pregnancy Discrimination Act \(PDA\)](#) amended Title VII to provide that discrimination based on pregnancy, childbirth, or related conditions is a form of sex discrimination. Employer-provided health insurance must cover costs for pregnancy-related conditions on the same basis as costs for other conditions, and the benefits cannot be limited to married couples.

**Communication and Training:**

All employees shall receive general information regarding the administration of HHs' benefits program upon acceptance of an offer of employment. Employees shall be informed of substantive changes to the benefits plan as they occur.

**Definitions:**

1. Employee Benefits: Benefits are employee compensation packages that include extras such as health insurance, retirement savings plans, paid leave.

**Other Related Materials:**

Insurance Procedure

**References/Legal Authority:**

[Employment Retirement Income Security Act \(ERISA\)](#)  
[Consolidated Omnibus Budget Reconciliation ACT \(COBRA\)](#)  
[Health Insurance Portability and Accountability Act \(HIPAA\)](#)  
[Mental Health Parity and Addictions Equity Act \(MHPAEA\)](#)  
[Affordable Care Act](#).

[Family Medical Leave Act \(FMLA\)](#)

[Uniform Services and Reemployment Rights Act \(USERRA\).](#)

[Cafeteria Plans \(Section 125 Plans\)](#)

[The Age Discrimination in Employment Act](#)

[The Pregnancy Discrimination Act \(PDA\)](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
05.2023	Updates to the policy template; Clarifies approval of CEO benefits; Adds Communication & Training, Definitions, and References.	N. Miller, Prog. Eval. Consultant