

# EMPLOYMENT

It is the policy of Axess Family Services to guarantee all employees and applicants equality of employment opportunity. The agency will not discriminate against anyone on the basis of age, gender, sexual orientation, color, race, creed, national origin, ancestry, marital status, religious persuasion, political belief, physical or mental disability, pregnancy, military or veteran status or genetics.

# PAYLOCITY

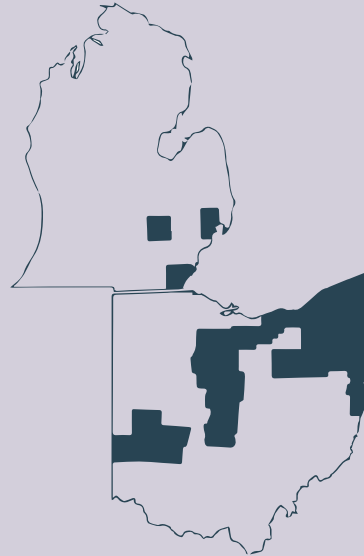
All of the information covered in this brochure can be found in the self-service portal of Paylocity. Axess Family Services encourages each employee to familiarize themselves with Paylocity, given that all of our agency updates and information is stored in this system.



# OUR MISSION

**Family & Community Services seeks to strengthen, empower, and enrich the lives of individuals and families through a broad continuum of services.**

WHERE WE ARE:



## FAMILY & COMMUNITY SERVICES, INC. ADMINISTRATIVE OFFICES

705 Oakwood St Suite 221  
Ravenna, OH 44266

330.297.7027

[info@fcsserves.org](mailto:info@fcsserves.org)

[fcsserves.org](http://fcsserves.org)

Follow us on all social  
media platforms @FCSserves



# EMPLOYMENT AND BENEFITS

*Go forth. Do good.*

# INSURANCE

## MEDICAL, DENTAL, VISION

Insurance is optionally available for eligible employees. Enrolled employees are required to pay a portion of the monthly premium based on the level of coverage. The cost per pay, as shown in the table below, is deducted on a pre-tax basis.

## LONG-TERM DISABILITY

Insurance is provided to Full-time employees (hired to work 40 hours/week) employer paid full premium for this benefit.

## LIFE

Employer paid Life insurance policy (one times annual salary) to Full-time (40 hr/wk) employees.

# VOLUNTARY BENEFITS

Eligible employees may choose to participate in several voluntary insurance options: Life, AD&D, Accident, Critical Illness and Short Term Disability. Additional information is available in the Benefits Module within Paylocity.



## ELIGIBILITY FOR SICK, VACATION & PERSONAL HOURS

**Full-time:** Work 40 hours/week or 2080 hours/year

**Full-time II:** Work 30-39 hours/week

**Part-time:** work 20-29 hours/week



## DIRECT DEPOSIT

Upon hire, all earned wages must be directly deposited. Paper vouchers are not available.



## VACATION

Full and Part-time employees have vacation time available after 90-days of employment. Full-time employees are eligible for 80 hours of vacation. Full-time II employees receive 60 hours of vacation. Part-time employees receive 40 hours of vacation.

## PERSONAL TIME

Available to Full and Part-time employees upon hire. Full-Time employees receive 16 hours, Full-Time II receive 12 hours and Part-Time receive 8 hours.



## SICK TIME

Full-time employees accrue sick time at the rate of 5 hours per pay. Full-time II and Part-time employees accrue sick time at a rate of 2.77 per pay.



## HOLIDAYS

The agency recognizes the following holidays and is closed on:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

**Paid Holiday time is available upon hire.**



## 403(b) THRIFT PLAN

The plan is available to all employees the first day of employment with 5% company matching beginning of the quarter after 90 days. Fully vested after 3 years of service. Employees must be 18 years of age for the employer match.



## EMPLOYEE ASSISTANCE PROGRAM (EAP)

As a part of our employee benefits, ALL employees are covered with an EAP provided by Aetna. The EAP provides a variety of employee and family supports, including counseling for depression and anxiety, legal services child and elder resource care and much more!

## HEALTH BENEFITS: COST TWICE A MONTH

Benefits begin on the first of the month FOR ELIGIBLE EMPLOYEES (hired to work 30 hours/week)

### Medical, Dental, Vision

Based on level of coverage selected

Level of Coverage	OPTION 1: Health Insurance (PPO 500)	OPTION 2: Health Insurance (PPO 1500)	OPTION 3: Health Insurance (HSA 4000)	DENTAL INSURANCE	VISION PLAN
<b>Employee</b>	\$134.72	\$72.59	\$0	\$6.86	\$2.54
<b>Employee &amp; Spouse</b>	\$269.43	\$145.17	\$0	\$15.57	\$4.82
<b>Employee &amp; Child(ren)</b>	\$255.96	\$137.91	\$0	\$13.19	\$5.07
<b>Family</b>	\$404.14	\$217.76	\$0	\$20.80	\$7.45