|  |
| --- |
| Claremont Savings Bank2010 Benefits ~ Non-Exempt Employees |
| Beverly Widger, SPHR, Sr. VP Human Resources 603.690.2702Chrissy Fratzel, Payroll & Benefits Administrator 603.690.2714 |
| **Medical Insurance** | CSB Offers three different affordable Harvard Pilgrim Health Care plans to its employees. Employees working more than 30 hours per week will be eligible to enroll the first of the month following the date of hire. The rates below are based a per bi-weekly pay period employee deduction.

|  |  |  |  |
| --- | --- | --- | --- |
|  | HPHC **HMO** | HPHC **HSA** $2,000/$4,000 Deductible \*\*\* | HPHC **HSA** $3,000/$6,000 Deductible\*\*\* |
| Single | $49.51 | $54.54 | $21.00 |
| Two Person | $100.56 | $110.63 | $43.55 |
| Family | $163.64 | $136.85 | $46.29 |
| *\*\*\* Bank Funded Portion of Deductible*  | $1,500/$3,000 | $1,500/$3,000 |

 |
|  |
| **Dental Insurance** | CSB offers a dental plan, which is fully paid by CSB for full-time employees, through Delta Dental. Additional dependents added to the plan will be fully paid by the employee. Employees working more than 30 hours per week will be eligible to enroll the first of the month following the date of hire. The rates below are based a per bi-weekly pay period employee deduction.

|  |  |
| --- | --- |
| Single  | $0.00 |
| Two Person  | $20.78 |
| Family | $48.86 |

 |
|  |  |
| **Flexible Spending Accounts** | The flexible spending account is fully funded by the employee. Employees may contribute pre-tax money for dental, vision, other eligible medical expenses for the employee or any of his/her dependents. Pre-tax contributions may also be used to pay for child care expenses. Employees enrolled in a Health Savings Account are not eligible to enroll in the Medical Flexible Spending Account. Employees working more than 30 hours per week will be eligible to enroll the first of the month following the date of hire.  |
|  |  |
| **Short Term Disability** | CSB Offers Short Term Disability (STD) at no cost to employees. STD benefits begin after the fifth consecutive work day of an illness and the first day following an accident. STD benefits are paid at 75% of the employee’s bi-weekly rate. STD continues for three months. Employees working more than 30 hours per week will be eligible for STD benefits on the first of the month following one year from the date of hire.  |
|  |  |
| **Long Term Disability** | CSB Offers Long Term Disability (LTD) at no cost to employees. LTD benefits begin after STD benefits have expired. LTD benefits are paid at 60% of the employee’s monthly rate. Employees working more than 30 hours per week will be eligible for STD benefits on the first of the month following one year from the date of hire.  |
|  |  |
| **Life Insurance** | CSB provides each employee, working more than 30 hours per week, life insurance coverage at two times their annual base salary and ADD coverage at three times their annual base salary. There is no cost to the employee. Employees working more than 30 hours per week will be eligible the first of the month following three months from the date of hire.  |
|  |  |
| **Supplemental Life Insurance** | CSB offers Supplemental Life Insurance, at a discounted rate through The Hartford. All employees are eligible to enroll the first of the month following the date of hire. |
|  |  |
| **AFLAC** | The first of the month following an employee’s date of hire, he/she is eligible to enroll in the supplemental insurance plans offered through AFLAC. The supplemental plans include an accident plan, a cancer plan and a hospitalization plan. All plans are fully funded by the employee. |

|  |  |
| --- | --- |
| **401(k) Retirement Plan** | The CSB 401(k) and profit sharing plan offers several funds for investments. Employees are eligible to enroll at the quarterly entry date following three months of employment. Employees may contribute to the plan on a pre-tax basis. After one year of service, CSB may match a pre-determined percentage of the employees’ contributions each year. In addition, depending on the profitability of the bank, there may be a profit sharing distribution.  |
|  |  |
| **Paid Time Off** | CSB combines its vacation, personal and sick time into one category called Paid Time Off (PTO) with the intent that seven days will be saved for any sick that may be needed. PTO Is based on years of service and is accrued bi-weekly. PTO is accrued based on the number of hours worked per payroll. Employees begin earning PTO at hire, but are eligible to use PTO following 3 months of service. Provided an employee worked 80 hours per payroll the calculation would be:

|  |  |  |
| --- | --- | --- |
|  | Bi-Weekly Accrual | Annual Accrual |
| 0-4 years | 6.15 Hours | 160 Hours/20 Days |
| 5-14 Years | 7.7 Hours | 200 Hours/25 Days |
| 15-24 Years | 9.23 Hours | 240 Hours/30 Days |
| 24-34 Years | 10.77 Hours | 280 Hours/35Days |
| 35+ Years | 12.31 Hours | 320 Hours/ 40 Days |

 |
|  |  |
| **Holidays** | CSB observes approximately ten paid holidays per year. The observed holidays in 2010 are: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day (July 5th), Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Christmas Day (floating). |
|  |  |
| **Employee Assistance Plan** | CSB provides, at no cost to the employee, an Employee Assistance Plan (EAP). The EAP is designed to provide extra help in personal matters for the employee and his/her family members. |
|  |  |
| **Continuing Education** | CSB encourages its employees’ growth and development by providing time off and payment for workshops, seminar and courses that are job related. We also have a tuition reimbursement policy. |
|  |  |
| **Employee Discounts** | CSB provides a free checking account and $25 towards a safety deposit box rental. We have also offered discounts to amusement parks, wholesale clubs and heating oil rates. |
|  |  |
| **Wellness Program** | CSB is committed to supporting health and wellness. We sponsor a program that encourages employees to have their annual health screenings, attend wellness events, fitness classes, weight loss meetings, etc. Up to one additional day off with pay is earned by participation in the program. In addition, CSB sponsors many events and classes throughout the year designed to work on whole body wellness. |