



AUSTEN RIGGS CENTER

25 Main Street Stockbridge, Massachusetts 01262 (413) 298-5511

Benefit Summary

This summary is intended to provide you with a general outline of the benefits and other types of support the Austen Riggs Center makes available to its employees. Complete details are to be found in the Employee Handbook and in the policy manuals that each manager has in his/her department. Please contact the Human Resources Department for specific information. These policies are subject to change without notice.

TIME OFF

The Austen Riggs Center provides employees with the opportunity for time off from work for rest and relaxation and to meet personal and family needs. These include:

Vacation - Vacation accrual begins on date of hire and may be taken after 3 months of employment with manager's approval.

Full-time Employee Vacation Benefit Schedule

	<u>1 yr.</u>	<u>3 yrs</u>	<u>10 yrs</u>	<u>20 yrs</u>
Non-Exempt	3 wks.		4 wks	5 wks.
Nursing	3 wks.	4 wks.	5 wks.	
Exempt	4 wks.		5 wks.	6 wks.

Employees who regularly work less than forty hours each week are eligible for prorated vacation, i.e. and individual who regularly works 20 hours each week and is eligible for four weeks would accrue 80 hours a year.

Personal days - Employees who work 30 or more hours per week will have 2 personal days made available to them each year. Those employees who do not use sick days may earn additional personal days.

Holidays - The Center observes 11 holidays per year. If a holiday falls on a Saturday it will be celebrated the Friday before, and holidays falling on Sundays will be celebrated on the Monday after.

Sick Leave - Full-time employees who work 30 hours or more per week are eligible for 15 paid days of sick leave annually. Part-time employees who regularly work between 20 and 30 hours per week are eligible for 7 paid sick days. Part-time employees who regularly work between 15 and 20 hours per week are eligible for 6 paid sick days. Sick leave is non-cumulative. Employees may request additional special leave allowance for periods of extended illness.

Family and Medical Leave - Employees who have worked for the Center or at least 1 year and for 1,250 hours in the preceding 12 month period are entitled to 12 weeks of unpaid* leave for:

- The birth, adoption or foster care of a child.
- To care for a child, spouse or parent with a serious health condition
- For the employee's own serious health condition which makes him/her unable to perform the essential functions of his/her job.

*Accrued sick leave, vacation, holidays and personal days must be used in conjunction with medical leave to provide salary continuation. Any remaining leave will be unpaid.

Small Necessities Leave - 24 hours of unpaid leave may be taken in any 12-month period to:

- Participate in school activities of an employee's child
- Accompany an employee's child to medical or dental appointments
- Accompany an elderly relative to medical or dental appointments or related care.

Bereavement - Employees with a death in the immediate family will be granted up to 5 days away from work with pay. Up to 2 days will be granted in the event of death of an extended family member.

Jury Duty - If a regular employee is called to serve on a jury or receives a subpoena to appear as a witness on a regularly scheduled workday, the Center will pay the difference between the jury fee and the employee's standard salary. A jury service voucher must be submitted as verification for compensation.

Military Leave - all regular employees who are required to serve in the Armed Forces of the United States are entitled to unpaid military leave in accordance with federal law. Employees will be granted a leave of absence and will have seniority maintained for the duration of active duty. Employees may elect to take all or part of their tour of duty as vacation.

Administrative Leave -When the Center requests that an employee attends an off-site educational activity, an administrative leave is granted and the Center reimburses the employee per reimbursement policy. Elective educational activity related to the employee's work role or staff development is ordinarily limited to 5 days per calendar year.

Personal Leave of Absence - an employee may request an unpaid leave of absence for personal and family reasons for a period of less than 1 year. While there is an implied intent of reemployment, an approved leave is always subject to business conditions during the absence.

HEALTH & WELFARE BENEFITS

The Austen Riggs Center offers a generous program of benefits for employees' health and financial security.

Health Insurance - All full and part-time employees are eligible to participate in the Center's group medical plans. Chiropractic and vision care is included in our medical plans as well as domestic partner coverage. The Center shares in the cost of the premiums and that amount is determined by full-time or part-time classification. Employees who work less than 20 hours a week are responsible for 100% of the premium cost. We offer individual, employee + 1, and

family coverage. An employee may enroll on date of hire; there is no waiting period. Premiums are withdrawn from employees' paychecks as a pre-tax deduction.

Dental Insurance - All full and part-time employees are eligible to participate in the Center's dental plan with premium costs shared by the Center. Domestic partners are also eligible for coverage.

Life Insurance/AD & D - The Center offers life insurance benefits to full and part-time employees who are regularly scheduled to work a minimum of 20 hours a week after they have completed 3 months of consecutive service. This coverage is equal to 100% of the employee's base annual salary rounded up to the next \$1000. The full cost of the coverage is provided by the Center.

Group Long-Term Disability -- The Austen Riggs Center offers long-term disability to all full and part-time employees who have completed 1 year of service and work 20 hours or more a week. The 1 -year waiting period is eliminated for those employees who were enrolled in a long-term group disability program with another employer within the prior 3 months. The Center pays full cost of the monthly premiums.

Pension Plan - All employees over 21 years of age who are paid 1000 hours or more per year become participants in the Austen Riggs Center pension plan after 1 year of employment. The full cost of this defined benefit plan is paid by the Center. Employees are vested after 5 years of creditable service.

403(B) Annuity Plan - All employees of the Center may elect to participate in an annuity savings program through a payroll reduction plan. This is an employee contribution program; annuity contributions are not matched by the Center. Salary reduction contributions are deducted from the employee's gross salary on a pre-tax basis, so that the taxable salary and the current taxes are reduced providing the benefit of untaxed growth and earnings on the employee's contributions.

Flexible Benefit Plan - The Center offers its employees the opportunity to participate in a flexible benefit plan, which is a voluntary program that saves money on a pre-tax basis. The flex plan consists of three parts: premium conversion, health care reimbursements, and dependent care reimbursements. The Flex Plan allows you to pay for eligible out-of-pocket health and dependent care expenses with pre-tax dollars through a carefully planned salary reduction.

Analysis Reimbursement - As part of the fellowship programs, the Center provides an opportunity for a personal psychoanalysis as part of fellows' educational experience. The Center bears a major portion of the cost of the analysis for the first 2 years.

EDUCATION

The Austen Riggs Center supports the continuing education of its employees by providing various educational benefits:

Tuition Reimbursement - To support the Center's goals of improved patient care and support services, tuition assistance is available to regular full-time and part-time employees who meet the eligibility requirements. Courses must be related directly to the employee's current position or positions to which there could be possible advancement.

Degree/Licensure/Certification Programs - The Center provides special pay adjustments for

employees who achieve specific degree, licensure, and certification milestones that are directly related to their role and provide a clear benefit to the Center

Staff Development - Additional Education opportunities to help employees continue their professional growth, to develop new skills and knowledge, and to maintain competency are addressed through annual mandatory training, on site education and training classes, in-house conferences, off site education and training, conferences and seminars, and presentation of professional papers.

Friday Night Guest Lecture Series - The Austen Riggs Center hosts this annual series to develop a broadly based psychoanalytic dialogue in the Berkshire Community.

PERSONAL CONVENIENCE

The Austen Riggs Center provides several services that are intended to make an employee's workday more enjoyable and efficient.

Dry Cleaning - Local dry cleaning pick-up and delivery is available twice weekly.

Meals and Snacks - The Austen Riggs Center offers meals, beverages and snacks for all employees at reduced subsidized cost.

Library - The Austen Fox Riggs Library supports staff and trainees in the provision of patient care, and serves as a research center for medical staff as well as for scholars from the surrounding community. The collection focuses on psychoanalysis and psychodynamic psychotherapy. The Austen Fox Riggs Library has a special place among the approximately two hundred mental health libraries in the United States because of its firm adherence to a course of preserving and updating the literature in the field of psychoanalysis and its clinical applications. Daily newspapers and periodicals are available for employees' and patients' use in the library during the workday. Library books may be signed out at any time.

Direct Deposit - Employees may elect to have their paychecks deposited directly into their checking and/or savings accounts.

RECOGNITION & CENTER EVENTS

The Austen Riggs Center recognizes significant times during an individual's employment at the Center and celebrates institutional and professional events. Recognition selection criteria are designed to develop shared values, teamwork and a sense of pride in work. Examples are:

- Recognition of years of service and awarding of gifts at Holiday Luncheon
- Annual acknowledgement of employee groups' contributions to the Center, i.e., Administrative Professional Day, National Nurses Week, etc.
- Gift certificates to local acclaimed restaurants in appreciation for special efforts
- Employee birthday cards and gifts.

- Employee transitions announced at All Center Meetings and in the Center Staff Newsletter.
- Teas/Receptions in the Austen Fox Riggs Library for external recognitions, i.e., publications, professional awards.

For more information contact Bertha Connelley, Director of Human Resources, 413-931-5206