

Employee Benefits Handbook 2017



Apple Playschools

Benefit	Description	Eligibility	Details	How Do I Get This?
Paid Holidays	Paid holidays throughout the year.	Employees who have completed the 90-day probation period.	7 Holidays include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving and Christmas Day	Ensure your PD sends your 90 day trial period confirmation to HR. HR will add your accruals to payroll.
Paid Time Off (Annual Leave, Vacation Time)	Please refer to the Employee Handbook for detailed information related to paid time off policies and procedures.	Employees who have completed the 90-day probation period and seek approval from the program director in advance of use. *See Employee Handbook for full details	Accrual of time off is based on hours worked on a regular basis.	Ensure your PD sends your 90 day trial period confirmation to HR. HR will add your PTO accruals to payroll.
Sick Leave	Paid time off that can be used to care for personal or family health needs.	Employees who have completed the 90-day probation period.	Accrual of sick and illness leave is based on hours worked on a regular basis. This is leave is accrued separately from annual leave. Sick days may not be carried over to the following year.	Ensure your PD sends your 90 day trial period confirmation to HR. HR will add your accruals to payroll.
Parental Leave	4 weeks of 50% off pay for the average work hours completed over the past year provided to parents for the birth or a child placed in family of employee as a result of adoption or foster care. If there is a vaginal or cesarean delivery, the person who delivers may choose between the disability insurance or parental leave. Both benefits may not be applied.	Employees who have completed at least one year and have worked at least 2000 hours for Apple Playschools.	Accrued Sick Leave and Paid Time Off may also be applied to extend the leave time.	Once you are aware you will need to take a parental leave, please email your PD and HR to give notification. If a disability benefit makes more sense, you and your doctor will be required to fill out additional forms.
Healthcare Reimbursement	Partial Reimbursement for Affordable Care Act insurance purchased by employee.	Full Time Employees who have completed the 90-day probation period. Employee must provide proof that they are enrolled in an ACA plan.	Reimbursement up to \$200. This applies only to your portion of the premium. (i.e. only 50% reimbursement if you and another person share a policy)	Please email your enrollment documentation to HR. Fill out the Stipend form. After your 90 day probation and completed form, your stipend will be

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Short Term Disability	Short Term Disability is an insurance that pays you a portion of your pay after you run out of sick leave.	Employees who have worked for at least one year and have worked at least 2000 hours.	Short Term disability is available for a span of weeks to be determined by your doctor and the insurance policy.	Applied to your next check. Inform your PD and HR of your medical condition with a doctor's note. When you need the coverage, you and your doctor will fill out forms indicating the time you need off of work. STD typically covers 2-12 weeks at 60% of your average pay.
Long Term Disability	Long Term Disability pays a portion of your pay once you have run out at both sick time and Short Term Disability.	Employees who have worked for at least one year and have worked at least 2000 hours.	Long Term Disability is available for a span of time after short term disability has been completed. Your doctor and the insurance policy will determine it.	Same as Short term disability, but with longer coverage period and possibly different pay rate.
Life Insurance	Life Insurance provides financial assistance to family members in the untimely death of the employee.	Employees who have completed the 90-day probation period.	The insurance offers a \$50,000 benefit and is free to Apple Playschools Employees	This insurance will be applied in the event of your death.
Employee Assistance Program (EAP)	A program that helps employee with personal or work related problems that may impact job performance, health or emotional well-being.	Employees who have completed the 90-day probation period.	Employees provided with information in orientation in how to access the services.	To use this service, call 877-616-0508. Tell them your employer is Apple Playschools. This service can be used by any immediate family member as well.
Retirement Plan	Plan that allows employees to save for retirement.	Employees who have completed the 90-day probation period.	Employees who participate will be allowed to deduct funds from paycheck pre-tax to be saved in a retirement account.	To start, you will need to meet with our enrollment specialist and complete a few forms during the open enrollment periods. You will receive snail mail notification; typically Sept 1-Oct 30 and again Dec 1-Jan 30.

Financial Advising and Education	Apple Playschools will offer financial advising and education through internal and community organizations.	Employees who have completed the 90-day probation period.	Employees who participate will be allowed paid time to meet with financial counselors for the purpose of planning sessions.	Meet with the Retirement account advisor, attend financial education seminars. You may also request a 2-3 session individual financial counseling session.
Short Term Loans	Apple Playschools will offer small short-term loans to be paid back through payroll deductions.	Employees may apply for loans after 6 months of employment.	Employees are expected to honor loan agreement. If the employment ends before the loan is fully paid, employee is responsible for balance of loan.	Email HR and copy your PD if you are in need of a short term loan. Loans are subject to availability. You may be required to complete budget coaching as a condition of the loan.
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Free Training/ Training Reimbursement	Full or partial reimbursement of relevant trainings throughout the year.	All Employees are eligible for free trainings. Training Reimbursement is available after 1 year of employment.	Reimbursements are based on funds available in the training budget and must be approved in advance. Employees who receive training reimbursement are expected to bring what they have learned back to the Apple Playschools Community and present.	Please email your PD with the specific training you are interested in attending. Approval is contingent upon available funds, your personal employment standing and last performance review, and the applicability to your position and goals.
YMCA Membership	Apple Playschools has partnered with the Ann Arbor YMCA to bring you a membership reimbursement, through the Open Arms Program. We believe in making sure all our employees have access to healthy lifestyle options.	Employees who have completed the 90-day probation period must apply to the YMCA Open Arms Program and show proof to receive this benefit.	Apple Playschools will pay the balance of the membership.	Download the application, follow the steps and once you get approved, email HR with your determination. www.annarborymca.org/sites/default/files/pdf/opena...
Tuition Discount	Reduced Tuition/Sliding Scale space in Apple Playschools Program for your own children.	Employees with children up to six years of age may apply. This benefit is	Tuition Discount will be determined based on family/household income. It is subject to all policies	To apply, please provide proof of all household income and complete the Sliding Scale application.

	The sliding scale rate ranges from 50% to 90% off market rate tuition.	subject to availability and may change at any time.	and changes that apply to all clients at Apple Playschools. More policy details and restrictions may be found in the application and Employee Handbook.	This must be renewed every 6 months or when you have changes to your household size or income. Your benefit may be terminated for failing to provide updated information.
School Age Childcare Subsidy	Apple Playschools will offer a subsidy to help defer the costs of childcare/camps for school age children.	Employees who have completed the 90-day probation period may apply for this subsidy. You must work the hours your child requires care (i.e. a half day morning teacher would not be eligible for afternoon after care)	You are eligible to receive up to \$100 per child per month. You must provide proof of enrollment/payment of after care.	To apply, please email your proof of aftercare to HR. If your enrollment changes at any point, you must notify HR immediately.
Weekly Career Coaching	Weekly Career Coaching will be provided through the one-on-one sessions.	All Employees	Program Manager will schedule sessions with each employee	One on Ones are embedded in your work schedule. As a recipient of coaching work, you are responsible for your own growth and using your coaching time wisely. The EAP program is often a much better way to resolve personal issues.
Professional Development Stipends	Employees will be offered a stipend for intensive study in a particular area.	Primarily Mentor Teachers, but other teachers with exemplary performance may apply. Eligible after 6 months of employment with a 2 year future commitment.	Program Director will approve stipend request.	You may discuss a PREP project with your program director. You will write a proposal with associated costs, timelines, and deliverables for approval by PD and ED. Approval contingent upon available funds and satisfactory employment.
Leadership Training Program	Apple Playschools offers a leadership-training program.	Employees eligible based on performance evaluations and 1 year of	Program Director will approve eligible employees.	Discuss the opportunity with your program director.

		employment history at Apple Playschools.		
Discounted Lake House Rental	Discontinued as of December 2016			
Bereavement Leave	Paid time off in the event of a death in your family	Eligible after 6 months of unemployment, Extended family may require documentation	Immediate Family is a 10 paid leave days Extended Family is 3 paid days of leave	Please inform your program director as soon as possible as so coverage time may be planned. Please assist in planning for coverage if the case allows.