



## COMMUNITY RESOURCES FOR JUSTICE, INC. EMPLOYEE BENEFITS SUMMARY

*All full-time employees are eligible for benefits upon completion of thirty-days of continuous employment.*

**Health Insurance** - Blue Cross/Blue Shield Plan: HMO Blue New England services provided by doctors listed in the physician directory together with a variety of other comprehensive health services.

**Opt-Out Payments** - CRJ will reimburse all benefit eligible employees who are covered under another non-CRJ health plan 100% of the employee cost up to a maximum of \$250 per month.

**Wellness Program** – CRJ offers all employees covered by the company’s medical plan to participate in a wellness program through Blue Cross Blue Shield

**Dental Insurance** - Delta Dental DeltaPremium Insurance provides payments of up to \$1,500.00 per person per year.

**Life Insurance** – CRJ offers Life Insurance coverage provided by UNUM equal to 2 times annual salary. CRJ covers 100% of this benefit.

**Direct Deposit** – Employees may have their pay directly deposited in up to three (3) bank accounts.

**Tuition Reimbursement** – Reimbursement of eligible education expenses including tuition, fees, and books up to \$1,500 per year.

**Vacation Leave** - Full-time employees begin to earn vacation according to their years of service as follows:

1<sup>st</sup> month - 24<sup>th</sup> month: 10 days/year accrued bi-weekly  
3<sup>rd</sup> and 4<sup>th</sup> year: 15 days/year accrued bi-weekly  
Over four years: 20 days/year accrued bi-weekly

**Sick Leave** – Full-time employees will accrue paid sick days at the rate of one (1) day per month after completing their first thirty (30) days of uninterrupted employment. <sup>5</sup>/<sub>12</sub> of the time can only be used in a situation when you are eligible for short-term disability, and <sup>7</sup>/<sub>12</sub> of the time is unrestricted

**Holidays** - All full-time employees are eligible for seven (7) paid holidays per calendar year. The Holidays recognized and paid by CRJ include:

January 1	New Year’s Day
January (3rd Monday)	Martin Luther King, Jr. Day
May (last Monday)	Memorial Day
July 4	Independence Day
September (first Monday)	Labor Day
November (4th Thursday)	Thanksgiving
December 25	Christmas

In addition to these seven (7) regularly scheduled holidays, eligible employees are credited with four additional days may be taken each year as floating holidays

**CLEAR Master Card** - Full-time employees may apply for a 0% interest Master Card with a credit limit of 2.5% of base salary and an automatic 2 month payroll deduction repayment plan.

**Employee Referral Bonus** - Employees who refer a friend who is hired for a position at CRJ receive a \$300 bonus for a full-time hire, \$100 for part-time, and \$50 for relief-staff positions filled.

**Short Term Disability** – The Hartford Insurance provides STD coverage to employees unable to work due to injury or sickness. Coverage begins on the Fifteenth day (15) after the date of disability. Employees will receive 60% of their base salary. CRJ covers 100% of this benefit.

**Long Term Disability** – UNUM Insurance provides LTD coverage to employees unable to work due to injury or sickness and requiring the regular attendance of a physician. This benefit is paid 100% by CRJ.

**Employee Assistance Program** – CRJ offers a free, voluntary, confidential counseling service, available to any employee, spouse, partner or dependent. This benefit is paid 100% by CRJ.

**401(k) Savings and Investment Plan** – John Hancock Services provides investment options to full time and part time employees. Employees must meet eligibility requirements in order to enter the plan. CRJ will match up to 4% of employee’s annual gross salary.

**Flexible Spending Plans** - Under our Section 125 Flexible Spending Plans employees may pay for up to \$2,000 per year of medical expenses, \$5,000/year dependent care expenses on a pre-tax basis. Section 132 Parking exemption \$205/month, transportation \$110.00/month

**MBTA Passes** – Commuter passes may be purchased through payroll deductions on a pre-tax basis. Deductions up to \$110 are tax deferred.

**eAcademy** – CRJ has partnered with the Mass Council of Human Service Providers to offer their employees a variety of classroom, on-line and certificate courses. CRJ covers 100% of this benefit.