

# NW ALABAMA MENTAL HEALTH CENTER BENEFIT INFORMATION – FULL TIME EMPLOYEES

<b><u>VACATION</u></b>	Employees’ time will start accruing from their first full pay period at the rate of 6.66 hours per month for the first five years, 10 hours per month for the following five and 13.32 hours for over 10 years. A cap of 240 hours may be accrued. See policy(s) 502 and 515. <b>***All other Employees hired on or after Oct. 1<sup>st</sup>, 2014, will begin accruing the pay period following completion of six (6) months of employment. Vacation accruals may be accessed after completing 1 year of service. A combination of full and part time service will apply.</b>					
<b><u>SICK</u></b>	Time accrues at the rate of 8 hours per month. The maximum accrual time is 1,040 hours. If an employee ceases employment and becomes reemployed within 30 days of the term date; sick time accruals will be reinstated. <b>Must work six (6) months before accessing accruals.</b>					
<b><u>BEREAVEMENT</u></b>	Forty (40) hours granted per calendar year for a death in the immediate family. <i>(As defined in Personnel Policies and Procedure Manual)</i>					
<b><u>MEDICAL</u></b>	The Center currently has self-funded group health insurance available with Blue Cross/Blue Shield for which the Center subsidizes half of the coverage. <b>Insurance participation is mandatory.</b> (No dental included).					
	<b>Single Coverage</b>	<b>\$80.37</b> (per pay period)	<b>Family Coverage</b>	<b>\$428.37</b> (per pay period)		
<b><u>GUARDIAN</u></b>	<b>Base Plan:</b>	<b>Single Coverage</b>	<b>\$7.73</b>	<b>Buy-Up Plan:</b>	<b>Single Coverage</b>	<b>\$11.11</b>
<b><u>DENTAL</u></b>		<b>Family Coverage</b>	<b>\$17.59</b>		<b>Family Coverage</b>	<b>\$32.32</b>
<b><u>VISION</u></b>	<b>Option 1:</b>	<b>Single Coverage:</b>	<b>\$3.82</b>	<b>Option 2:</b>	<b>Single Coverage</b>	<b>\$3.34</b>
	<b>VSP</b>	<b>Family Coverage:</b>	<b>\$9.27</b>	<b>Davis Vision</b>	<b>Family Coverage</b>	<b>\$8.11</b>

**The Center provides a \$20,000 Basic Term Life policy through Guardian, paid for by the Center. Additional coverage can be purchased, paid for by the Employee.**

<b><u>LTD</u></b>	Becomes effective on 31st day of employment/applies after 90 days of disability after effective date.
<b><u>RETIREMENT</u></b>	Administered through Alabama State Retirement system (6% of Gross Pay) Vested after ten years of service. <i>Mandatory for all employees working twenty or more hours a week in a permanent position. Retirement Systems of Alabama 1-877-517-0020</i>

<b><u>HOLIDAYS</u></b>	The Center currently observes twelve holidays. (No waiting period required to be eligible)				
	◆ <b>New Year’s Eve &amp; New Year’s Day</b>	◆ <b>Memorial Day</b>	◆ <b>Thanksgiving Day &amp; Day After</b>	◆ <b>Employee’s Birthday (Taken on or w/in 60 Days)</b>	
	◆ <b>Christmas Eve &amp; Christmas Day</b>	◆ <b>Independence Day</b>	◆ <b>Labor Day</b>		
	◆ <b>2 Personal Holidays</b> → (1 <sup>st</sup> used between January 1 – June 30) → (2 <sup>nd</sup> used between July 1 – December 31)				

<b><u>WORKERS COMPENSATION</u></b>	Provided to all employees as mandated by Alabama Workers Compensation (66% of gross earnings)
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**PAY PERIODS** 24 pay periods – 15<sup>th</sup> and the last day of each month. Direct deposit is available.

**OPTIONAL BENEFITS:** AFLAC information is available upon request!

Questions regarding benefits?  
Please contact Sonya Pugh 205-302-9000, Ext. 9131 [sonya.pugh@nwamhc.com](mailto:sonya.pugh@nwamhc.com)

Questions regarding payroll?  
Please contact Myron Wells 205-302-9000, Ext.9031 [myron@nwamhc.com](mailto:myron@nwamhc.com)

**NOTE:** No provision of this handout is considered a contract. The Center reserves the right to rescind or modify benefits as deemed necessary. 2024