



Neighborhood Centers Inc.
Lifting hearts. Building futures.

Benefits

NCI offers its employees a comprehensive benefit package that consists of the following:

Medical Insurance – NCI offers plans that provide medical benefits for regular employees and their families. Our plans feature both HMO and PPO choices, and coverage becomes effective the first of the month following 30 days of employment. Employees share in a small portion of the premium costs.

Dental Insurance - A choice of a traditional plan and a DHMO plan is offered for regular employees and their dependents. Covered services include preventive care, basic and major restorative care, and orthodontic care for children up to age of 18. Employees share in a portion of the premium costs.

Vision Coverage – NCI offers a vision plan for regular employees and their dependents. The plan features both in and out-of-network choices, and includes coverage for vision exams and purchase of frames, lenses and contact lenses. Employees pay the full premium cost for this plan through payroll deduction.

Cancer/Specified Diseases - NCI offers employees a voluntary supplemental cancer and specified disease plan that will pay a benefit amount to employees and their family for treatments of such diagnosis. Employees pay the full premium cost for this plan through payroll deduction.

Short Term Disability – Short Term Disability insurance is offered to all full-time regular employees. The employee pays the full cost of the premium through payroll deduction. The short-term disability benefit pays up to 60 percent of your base salary for a maximum of 26 weeks with a 7-day waiting period for an accident or illness.

Long Term Disability – A long-term disability plan provides protection for you and your family, should you become disabled for a period of time exceeding 180 days. Full-time employees are eligible for this benefit, which pays up to 60 percent of your pre-disability salary. NCI pays half of the premium cost of the coverage.

Life Coverage – Full-time employees have two times their annual salary up to \$200,000. NCI pays the full premium of the cost of coverage.

Optional Term Life insurance is available through a voluntary plan. Employees pay the full cost of the premium through payroll deduction.

Flexible Employee Benefit Plans - NCI offers a Flexible Employee Benefit Plan that allows you to set aside pretax dollars into accounts for non-reimbursable medical expenses and dependent care expenses. You may sign up for one or both of these accounts if you are a full-time employee. You determine the annual amount you want to set aside, and it will be deducted from your paycheck.

403(b) Retirement Plan – Employees can elect to participate in the Neighborhood Centers Inc 403(b) Retirement Plan. A portion of your salary is contributed to your retirement account. Your contributions are tax-deferred and are always 100% vested. Upon reaching six months of service NCI matches dollar for dollar up to 3% and 50 cents to the dollar for the next 2 percent, not to exceed a total of 5% of the employee's contribution. NCI's contributions are 100% vested.

Employee Assistance Program (EAP) – NCI recognizes that personal concerns can and do have an effect of morale, attitude and productivity. The EAP is provided to assist you and your family in resolving personal problems. The goal of this program is to help you evaluate your concerns and provide some initial counseling and help in the early stages of a problem before there is an adverse impact on your job. Initial counseling is provided at no cost, up to five visits per year. Further counseling, if necessary, may be charged to your insurance according to the coverage allowed by your plan or partially provided at a discounted rate.

Paid Time Off (PTO) – NCI provides paid time off for regular full-time employees for vacation and short-term illness. Employees accrue a certain amount of hours for each full month worked. New employees are offered 11 Holidays and 10 vacation days a year.

New Employee Orientation (NEO) – New Employee Orientation is a planned activity for new hires at NCI. The objectives of NEO are to:

- introduce the culture of NCI
- examine selected policies and procedures
- provide information about available resources and support and
- create an opportunity for relationship building.

NEO is scheduled once per month and is held from 8:30 until 4:00 p.m.