

CENTENNIAL MENTAL HEALTH CENTER, INC.

EMPLOYEE OTHER BENEFIT INFORMATION

The following is a general overview of the income benefits Centennial Mental Health Center offers its employees. For complete information on each benefit, please refer to the Employee Handbook.

Pay Date and Payroll Direct Deposit

Employees are paid for work on a calendar month. Paychecks will be issued by the 10th of the month. Timesheets are due the 15th and last day of the month. Employees may opt to have their checks directly deposited into their checking or savings accounts. An employee can select up to two separate accounts to have their check deposited to. Funds dispersed by direct deposit are available the morning of pay day. Employees choosing to participate in direct deposit will receive a check stub with the check portion showing ****VOID****.

Retirement Plan (.50 FTE)

Through [VALIC](#), the Center offers a 403(b) tax sheltered pension program. This qualified plan allows employees to join the voluntary portion of the plan at any time by contributing 3% of their base monthly salary, not to exceed \$15,500 in any year. The Center will contribute 3% of the base salary of employees enrolled in the plan who contribute at least 3% of their base salary to the plan. Center contributions will begin the first month the employee begins participation in the plan. After three years of both Centennial and the employee contributing 3%, the Center will increase its contribution to 4%, as long as the employee continues to contribute at least 4% of the base salary to the plan.

Employees have the choice of investing the money in several different types of mutual funds with a variety of risk levels. The employee's contributions are vested immediately upon participation in any part of the plan. The Center's contributions vest on a tiered basis and are fully vested to the employee after five year's of participation.

Contact Joel Nelson 970-521-7800 or 1-800-488-2542 x88733 or joel_nelson@aigvalic.com for more information.

Cafeteria Plan (.75 FTE)

IRC Section 125 (cafeteria plan) is a tax regulation that lets employees redirect a portion of their taxable gross salary to one of three pre-taxed benefits accounts to pay for eligible expenses:

Out-Of-Pocket Medical Expenses

Child or Dependent Day Care Expenses

Employer Sponsored Insurance Premiums (Health, Dental, Life, etc.)

The Center's Cafeteria Plan is administrated by [Affiliated Benefit Consultants](#).

Essential Learning Online Training

All employees will have access to [Essential Learning's](#) fully accredited online training library.

Employee Assistance Program (EAP)

Centennial's Employee Assistance Program (EAP) is designed to provide mental health and substance abuse assessment and referral services to eligible employees. Employees classified as .75 or greater FTE are eligible to participate in the EAP. Under this program Centennial pays for a maximum of three (3) contacts with the qualified professional care provider of the employee's choice for the purposes of evaluation, assessment, and referral. Full details on Centennial's EAP are located in your employee handbook. Contact the Human Resources Department for more information regarding the EAP process.

Fitness Program

Centennial's Fitness Program is designed to assist employees maintain a healthy living style and to promote overall health and wellness. Employees classified as 0.75 FTE or greater are eligible to participate in the fitness program offered by Centennial. Employee's participation in the Fitness Program is voluntary and becomes effective the first of the month following 30 days of employment.

Centennial will pay 50% of the cost of the following fitness expenses up to the annual dollar limit set by the Board of Directors, membership fees for fitness clubs, recreation centers, and gyms, fitness courses or classes, and fitness equipment.

In-House Conversational Spanish Classes

Occasionally conversational Spanish classes will be offered at Centennial outside of business hours at no cost for employees interested in learning to speak and understand the spoken Spanish language.