

### SECTION III: Status of Employment

- A. Each employee shall be given a position description, specifying duties to be performed, and shall sign a statement of having received them. Staff credentialed by professional regulatory boards in Ohio shall not practice outside of their scope of practice as defined by their regulatory board.
- B. Each employee working for the Mid-Ohio Psychological Services, Inc. will do so in one of the following capacities.
1. Full-time employees will work a 35 hour or more normal or flexible work schedule. Full-time employees are entitled to all benefits and privileges herein.
  2. Part-time permanent employees will work a 10-35 hour normal or flexible work schedule. Part-time permanent employees may be entitled to benefits on a prorated basis.
  3. Part-time employees will work hours convenient to MOPS, as needed. Part-time employees working less than 20 hours, per week, are not eligible for benefits.

#### --Suggested Change

- 2- Part-time permanent employees will work a 10-34 hour normal or flexible work schedule. Part-time employees will work hours convenient to MOPS as needed.
  - 3- Part-time permanent employees may be entitled to benefits on a prorated basis. See the Employee Benefits Section for hours restrictions.
4. A consultant employee will work on a contractual basis to provide specialized services as needed. This employment is restricted, in that no benefits shall be afforded persons working for the Mid-Ohio Psychological Services, Inc. in such a capacity.
- C. Each employee will be charged with the duty and responsibility of, efficient, and knowledgeable performance of the work for which they are employed. Each employee will be afforded a copy of these policies, and shall read and sign a statement verifying such receipt. The signed statement will acknowledge agreement with and compliance to the policies. The Board will review these policies annually to assure their currency and applicability. The Executive Director is charged with the uniform application of these policies for employees of the Mid-Ohio Psychological Services, Inc..
- D. Each employee of the Mid-Ohio Psychological Services, Inc. is both protected, as well as responsible, in accordance with Title VI and Title VII of the Civil Rights Act of 1964.
1. This agency will not discriminate against any employee volunteer, or applicant for employment, because of AGE, RACE, COLOR, ETHNICITY, RELIGION, SEX, SEXUAL ORIENTATION, HIV INFECTION WHETHER ASYMPTOMATIC OR SYMPTOMATIC, OR AIDS, NATIONAL ORIGIN OR DISABILITY.
  2. This agency will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their AGE, RACE, COLOR, ETHNICITY, RELIGION, SEX, SEXUAL ORIENTATION, HIV INFECTION WHETHER ASYMPTOMATIC OR SYMPTOMATIC OR AIDS, NATIONAL ORIGIN OR DISABILITY. Such action shall include, but not be limited to the following: Employment upgrading, demotion, transfer, recruitment, advertising, lay-off, termination, and selection for training.

3. The agency will not exclude any person, on the grounds of AGE, RACE, COLOR ETHNICITY, RELIGION, SEX, SEXUAL ORIENTATION, HIV INFECTION WHETHER ASYMPTOMATIC OR SYMPTOMATIC OR AIDS, NATIONAL ORIGIN OR DISABILITY, from participating in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives full financial assistance”.

E. Mid-Ohio will attempt to have a staff composition that reflects as nearly as possible the racial composition of its service area.

F. Mid-Ohio strives for continuous improvement in individuals and the agency. We expect moral conduct and professionalism by all employees as the conduct day-to-day duties. To provide a high level of service each member of the agency must be committed to individual responsibility, integrity, teamwork, and the agency's mission/vision/goals.

## **Section XV: Employee Benefits**

### **A. Health Insurance**

1. Each new employee who is employed at least 25 hours per week will be provided with the opportunity to purchase a medical insurance plan upon employment. Consultants (contract persons), will not be covered on a medical insurance plan.
2. Each employee will have paid, for them, up to 45% of the premium of either an individual or family policy, if so desired.
3. Coverage is limited to the conditions of the group policy.
4. A new employee has twenty calendar days, after employment, to decide whether to subscribe to the individual or family plan. Open enrollment after this period is in June.
5. The date the policy will go into effect is determined by the date the employee applies for coverage.

### **B. Life Insurance**

1. Each permanent employee, who is employed at least 25 hours per week will be provided with a life insurance plan after 30 days of continuous service.
2. This plan premiums will be paid for by the agency and will be made available when the employee makes a request for coverage. Consultants (contract persons) will not be covered on a life insurance plan.
3. Coverage is limited to the conditions of the group plan.

### **C. FlexSystem Section 125 Cafeteria Plan**

1. Employees are eligible to participate in the plan if they work two or more hours per week for the agency.

2. The agency's Flexible Spending Account (FSA) allows employees to set aside a pre-established amount of money per plan year on a pre-tax basis of some taxes. The employee can use the funds in the FSA to pay for eligible medical and dependent care expenses.
3. A new employee has thirty calendar days, after employment, to decide whether to participate in the plan Open enrollment after this period is in June.
4. An employee who participates in the FSA must place a certain dollar amount into the FSA each year. This "election" amount is divided by the number of payroll periods and is automatically deducted from the employee's paycheck. This money is held in an account by the plan administrator TASC to be reimbursed upon request. Coverage is limited to the conditions of the group plan.
5. The plan year is one full-year, the agency's year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. Employees may submit expenses incurred within the plan year up to 90 days after the end of the plan year.
6. The "Use It Or Lose It Rule" states that any funds remaining in the employee's FSA account at the end of the plan year will be forfeited to the employer.

#### B. Savings Incentive Match Plan For Employees (SIMPLE) IRA

1. All employees of the agency are eligible to participate in the savings plan.
2. The SIMPLE IRA is an agency sponsored retirement plan that allows employees to make pre-tax salary deferrals of up to \$10,500 annually. The plan is managed by Edward Jones.
3. A new employee has thirty calendar days, after employment, to decide whether to participate plan, employees may elect to participate at a later date by contacting the Accounts Payable/Payroll Supervisor.
4. The employees elected percentage is deducted from each of the employee's paychecks pre-some taxes.
5. The agency will match dollar for dollar match up to three percent of an employee's annual compensation for contributing employees. For example if an employee contributes one percent, the agency matches the one percent, so the total contribution to the employees plan is two percent.
6. An early withdrawal penalty of twenty-five percent applies to withdrawals taken during the first two year period of participation. After the first two years, a ten percent penalty applies. Exceptions do apply.

#### C. Employee Selected Benefits

1. Any employee who works 25 or more hours for the agency are eligible to purchase/enroll in benefits offered by AFLAC.
2. Employees are responsible for all premiums associated with these benefits.

3. A new employee has thirty calendar days, after employment, to decide whether to subscribe to the individual or family plan. Open enrollment after this period is in December.
4. Premiums are payroll deducted from the employee's paycheck and paid to AFLAC on behalf of the employee.
5. Coverage is limited to the conditions of the group plan.

Suggestion:

#### Moving Section XV Employee Benefits

A. All full-time, part-time, intermittent, and seasonal employees at the Mid-Ohio Psychological Service are insured, covering injuries, occupational diseases, individual and/or family medical problems, disability arising out of employment, by the Ohio Worker's Compensation Act, and death (either accidental or natural), while employed by Mid-Ohio Psychological Service.

D. All employees, and members of the Board except licensed physicians, will be covered for liability, resulting from employment with the agency. Coverage will be limited to the terms and conditions of the group policy.

And

#### Section XXI: Liability Insurance

All employees of the Mid-Ohio Psychological Service, Inc. shall be provided general liability protection subject to the condition and limits of the policy in force.

To

Combining D. and Statement Under Liability Insurance to A. Below and Moving A. to B. Below.

#### Section XXI: Liability Insurance

- A. All employees, and members of the Board except licensed physicians, shall be provided general liability protection, resulting from employment with the agency. Coverage is subject to the condition and limits of the policy in force.
- B. All full-time, part-time, intermittent, and seasonal employees at the Mid-Ohio Psychological Service are insured, covering injuries, occupational diseases, individual and/or family medical problems, disability arising out of employment, by the Ohio Worker's Compensation Act, and death (either accidental or natural), while employed by Mid-Ohio Psychological Service.

