



## Benefits Highlights

**Personal Leave.** Eligible employees accrue personal leave days depending on the length of their Community Science service. Employees in their first year of service accrue 15 days of leave.

**Holidays.** Employees are entitled to 10 paid holidays each year. One holiday can be used to meet religious/personal needs.

**Sick Leave.** Sick leave (up to 10 days annually) is available on an annual basis for occasional illness. Sick leave can also be used for medical appointments.

**Retirement.** Community Science's contributions to employee retirement savings are a major attraction of our benefits package. All employees are eligible to participate in Community Science's 401K Plan after three months of service. Community Science matches employee contribution dollar for dollar up to 3% of the employee's income and \$.50 for every dollar up to 5%. Ideally, 5% of an employee's income will be matched 4%. Contributions to the Plan are fully vested after four years of Community Science service.

**Health Insurance.** Community Science pays a significant share of the cost of health insurance coverage for eligible employees and their covered dependents. Community Science offers employees a choice between an HMO and POS plan. Both plans include both retail and mail-order pharmacy networks as well as preferred provider hospital and physician networks. Eligible employees may select the type of coverage they prefer from these options. The employee's cost of coverage will vary with the medical plan and level of coverage selected.

**Dental Insurance.** Community Science also offers eligible employees and dependents a comprehensive dental insurance plan. The plan covers preventive, diagnostic, basic, major, and orthodontic services. Community Science pays a significant portion of this coverage.

**Vision Insurance.** Community Science offers eligible employees and dependents vision coverage. Community Science pays a significant portion of this coverage.

**Life Insurance.** Community Science pays the full cost of eligible employees' coverage in an amount equal to 1x employee's base salary up to \$175,000.

**Disability Insurance.** Community Science pays the full cost of eligible employees' coverage for both short-term and long-term disability insurance.

**Workers' Compensation.** Workers Compensation, which covers occupational illness or injury, and Unemployment Insurance are paid by Community Science.

**Professional Development.** Community Science is dedicated to the professional development of its employees. Eligible employees may, upon approval, receive reimbursement for up to \$1,500 per calendar year for courses taken and satisfactorily completed, provided that the courses are required for an academic degree or are directly related to the employee's professional development. These funds may, upon approval, also be used for attendance at professional conferences and workshops.

Community Science offers eligible employees two "floating holidays" for these academic/professional development opportunities.

**Employee Assistance Program (EAP).** Non-Community Science counselors and nurses may be contacted directly by eligible employees and members of their households for confidential, short-term counseling as well as assistance with family issues and with locating care for family members. The full cost is paid by Community Science.

**Flexible Spending Accounts (Pre-Tax).** Employees may contribute toward the cost of care for eligible dependents on a pre-tax basis. Employees may also contribute toward expenses not covered by health, dental and vision plans on a tax-favored basis.

**Telecommuting.** Following three months of employment, employees may request telecommuting as a possible work arrangement. Eligible employees may telecommute up to two days per week.

**Other Benefits:** Community Science provides access to the ADP Discount Program, which offers savings to employees and their families on a variety of products and services.

This brief summary is intended as an overview of Community Science benefits.

Note: All coverage is governed by the benefit plan documents and summary plan descriptions shall govern in the event of any discrepancy.