



VAP EMPLOYEE BENEFITS

Tangible & Intangibles

BENEFIT PLAN (AS OF 06.28.23)

Victim Assistance Program has a desire to have a robust and diverse employee benefit package to compete with competitors, to be more trauma informed and to ultimately attract quality candidates and retain current staff. The current benefits offered to full time employees are as follows:

- **Medical Benefits**

- Hospitalization offered through SummaCare
 - VAP contributes 80% while the employee contributes 20%.
 - Partner & family can participate at above costs with exceptions.
 - Coverage begins on the first of the following month of hire.
- Dental offered through AlwaysCare
 - VAP contributes 0% while the employee contributes 100%.
 - Coverage begins on the first of the following month of hire.
- Vision offered through AlwaysCare
 - VAP contributes 0% while the employee contributes 100%.
 - Coverage begins on the first of the following month of hire.
- Pet Insurance
 - VAP contributes 0% while the employee contributes 100%.
 - Employees enroll through Nationwide, there is no payroll deduct option.

- **Retirement**

- After three months of employment, eligible employees are pre-enrolled in the agency's Empower 401k or ROTH plan at 3%.
- VAP offers a 50% match on contributions, not to exceed 3%.

- **Holidays**

- 13 nationally observed holidays.
- One day to celebrate the employee's birthday.

- **Wi-Fi**

- VAP maintains a secure private wireless network for staff to use for personal use.

- **Time Off**
 - **Traditional PTO**
 - Full time staff begin with three weeks (15 days) of PTO to use as they wish.
 - Full time staff with on-call responsibilities begin with four weeks (20 days) of PTO to use as they wish.
 - Time off can be used immediately, no waiting period.
 - VAP does not pay unused PTO time upon termination.
 - PTO days increase based on years of employment.
 - On occasion, the agency offers additional PTO days as incentives.
 - **Carryover**
 - Staff are permitted to carry over one week (5 days) of PTO into the following calendar year.
 - **Gifting PTO**
 - Staff are permitted to gift another employee three PTO days.
 - **Volunteer Days**
 - Staff may choose to volunteer 16 hours within Northeast Ohio in place of coming to work on an annual basis.
 - **Bereavement**
 - Employees whose guardian/parent, current partner, or child passes away can choose to take up to ten nonconsecutive days of paid time off for bereavement during the next twelve months.
 - Employees whose sibling, son/daughter in law, grandparent, or grandchildren passes away can choose to take up to five nonconsecutive days of paid time off for bereavement during the next twelve months.
 - Employees whose aunt, uncle, niece, nephew, cousin, brother/sister in law, close friend, or close co-worker passes away can choose to take up to three nonconsecutive days of paid time off for bereavement during next twelve months;
 - Employees whose client (who have received services within the year), pet dog, or pet cat passes away, can choose to take one day of paid time off for bereavement.
 - **Jury Duty**
 - VAP will secure coverage and allow employees to attend jury duty not to exceed (2) two weeks.

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- **Staff Development**

- VAP absorbs the application costs for all direct service staff acquiring and renewing their National Advocacy Credentialing status with the National Organization for Victim Assistance.
- VAP will cover the cost of renewing social work licensures for employees who are required to maintain a license for their specific job responsibility.
- Direct service staff will receive a minimum of two hours of training per month in-house.
- All staff are permitted to apply to attend external trainings. If approved, VAP covers:
 - Per diem of \$60 per day
 - Transportation costs
 - Registration
 - Hotel accommodations (one person per room)

- **Mileage Reimbursement**

- VAP reimburses staff monthly for accrued mileage.

- **Microsoft Office 365**

- VAP employees are permitted to download all Microsoft Office applications (Word, Excel, PowerPoint etc..) on their personal home computers or cell phones to use for non-work-related needs.

- **Akron Beacon Journal**

- VAP employees have free access to the Akron Beacon Journal's Digital Newspaper

- **Dog Days**

- VAP permits employees to bring their dog to work on a scheduled Friday each month.

- **Denim Days**

- All staff are permitted to wear denim pants to work every Friday.

- **Trauma Free Room**

- A dedicated room is available for staff to relax during their workday to decompress, refresh, and rejuvenate.

- **Lunch Break**

- Victim Assistance Program provides every employee a one-hour paid lunch break during the regular workday to promote a healthy work environment.

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- **Food & Drink**
 - VAP contracts with a vending machine company who stocks two vending machines a with drinks and snacks for purchase.
 - VAP offers free coffee and owns a filtered water cooler for staff.

- **Employee Assistance Program**
 - VAP contracts with LifeServices to provide employees and their family members with various services.
 - Six free confidential counseling sessions per year
 - Credit Counseling services available