

VERMONT STATE HOUSING AUTHORITY

BENEFITS SUMMARY

Following are the primary benefits available from VSHA. Eligibility is based upon employment status, i.e., regular full-time, regular part-time, initial probationary, and limited service. Minimum hours for participation in VSHA's benefits is 20 hours per week.

Health and Dental Insurance - VSHA offers the Blue Cross and Blue Shield Vermont Select CDHP Gold Plan with a Health Reimbursement Account with single, two-person, parent, and child(ren) or family coverage available. Employee pays a portion of the monthly premium. All full-time VSHA employees, their spouses and dependents participate in Northeast Delta Dental and there is no employee premium cost. There is no waiting period to participate in these plans and employees are eligible for participation on the first day of the month following employment. Part-time employees pay an additional portion of the health and dental monthly premium rates based on hours worked.

Health Insurance Buyout – Employees who obtain health care insurance elsewhere and provide proof of coverage, may be eligible for an annual buyout amount.

Flexible Benefit Plan - VSHA offers a Flexible Benefit Plan that includes a Premium Offset Plan allowing employees to pay their group insurance premium with pre-tax dollars (available with enrollment in one of VSHA's health plans). The Health Care Reimbursement Plan allows an employee to set aside money from his/her salary on a pre-tax basis to pay for un-reimbursed professional health-related expense. The Dependent Care Reimbursement Plan allows employees to set aside money from his/her salary on a pre-tax basis to reimburse out-of-pocket dependent daycare expenses.

Retirement Plan/Life Insurance – These are non-contributory plans. After a one-year waiting period, VSHA will make a contribution towards these plans. Total vesting period is five years. Limited-Service employees are not eligible for participation.

Voluntary Plans – include after-tax plans, after-tax Roth's, and deferred compensation plans. Voluntary plans are available the first of the month following employment.

Expense Reimbursement - Work related mileage is reimbursed at the IRS rate.

Employee Assistance Program - A confidential professional assistance referral program to assist employees who job performance may be adversely affected by personal or even work-related issues.

Workers' Compensation - All employees are covered by Workers' Compensation as outlined in federal and state laws.

Employee Leave/Holidays - Employees are eligible to accrue annual, sick and other types of leave and paid holidays. Part-time employees are provided leave/holiday benefits on a pro-rated basis.

Payroll - Payroll is bi-weekly and handled via direct deposit.

Probationary Period and Performance Evaluations - The normal probationary period is six months but could be extended. Evaluations are completed at three months, six months (and/or at the end of any extensions), then annually in December.

Collective Bargaining Agreement – For covered positions, a Collective Bargaining Agreement is in place that governs wages, working hours and conditions, benefits, etc. Employees may elect to join the Federation.

Work Hours - The Vermont State Housing Authority's hours are 7:45 a.m. to 4:30 p.m., Monday through Friday. Typically, a 15-minute break in the morning and again in the afternoon is provided and the lunch break is 45 minutes.