

# VERMONT STATE HOUSING AUTHORITY

## BENEFITS SUMMARY

VSHA offers excellent benefits! 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. Employees pay a portion of the monthly premium. All full-time VSHA employees, their spouses and dependents are eligible to participate in Northeast Delta Dental with no 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 the VSHA health plan). The medical flex plan allows an employee to set aside money from their salary on a pre-tax basis to pay for un-reimbursed professional health-related expense. The dependent care flex plan allows employees to set aside money from their salary on a pre-tax basis to reimburse out-of-pocket dependent daycare expenses.

Retirement Plans – After a one-year waiting period (two years for limited-service employees), VSHA will deposit 11% of an employee's salary, less the cost of life insurance, into a 401(a) retirement plan. The total vesting period is five years. A voluntary retirement plan (457b) is also offered and employees can contribute to this plan through payroll deduction.

Life Insurance – Employees are eligible for life insurance after a one-year waiting period (two years for limited service employees). The plan is valued at 1.5% of an employee's annual salary.

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

Employee Assistance Program - A confidential professional assistance referral program is available to assist employees with personal or 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. We offer 12 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 90 days, six months (and/or at the end of any extensions), then annually in July or 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.