



EMPLOYEE BENEFITS & CONTRIBUTIONS

Flex Spending Account (FSA) - Premium Only

- ◇ Pre-taxed account on sign up
- ◇ Changes to your account can only be made during open enrollment or if employment terminates.

Health Insurance (Point C / VSP)

- ◇ Medical
- ◇ Dental
- ◇ Vision
- ◇ 10,000 Term Life & AD&D Insurance

Qualifications:

- Full-Time & 30-39 Eligible
- 1st day of month following 60 day waiting period
- Mandatory—Must enroll or waive, when eligible
 - Single = \$110.68 monthly expense
 - Family = \$351.22 monthly expense

Supplemental Insurance (Allstate Financial)

- ◇ Cancer 
- ◇ Critical Illness
- ◇ Universal Life

Qualifications:

- Full-Time & 30-39 Eligible
- 1st day of month after a 60 day waiting period
- Mandatory—Must enroll or waive, when eligible
- Premium varies with on-line enrollment

Retirement (Principal)

Qualifications

- All employees eligible
- Enroll upon hire (30-day grace period)
- **OR** during open enrollment in April or October
- Mandatory—Enroll/Waive when eligible
- After year 3 of eligible full-time employment, MNIS increases wages by 4% on your pay check
(employees are encouraged to invest this extra income into a retirement account of their choosing)

EMPLOYER PROVIDED BENEFITS

FMLA Family Medical Leave Act (Federally Required)

- Available after 12 months of employment & work 1,250 hours
- Timely notification to employer required, except in the case of an emergency
- Contact supervisor for forms & eligibility

Long-Term Disability (Lincoln Financial)

- Full-Time employees only eligible
- 6 month waiting period
- 90 day waiting period before benefits kick in

Paid Holidays (Holidays, Agency Paid—MNIS Policy 004.04)

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|----------------|------------------|---------------------------|---------------|
| New Year's Day | Independence Day | Thanksgiving Day | Christmas Day |
| Memorial Day | Labor Day | Friday After Thanksgiving | |

Paid Vacation-Full-Time Non-Exempt Employees

(Full details available in MNIS Paid Vacation Policy 004.05)

Years of Service	Days/Year	Max Accrued
6mo–1yr	4	32
1	11	62
2	11	106
3	16	130
4	17	158
5	17	163

Paid Sick Leave (Leaves of Absence—MNIS Policy 004.03)

- Accrues after 80 hours of consecutive employment
- 1 hour of sick leave for every 30 hours worked
- 56 maximum hours per employment year
- Maximum of 56 hours carried over to next employment year

Unemployment Insurance (Nebraska Requirement)

- Temporary income for employees who are laid off through no fault of their own
- Supervisor will complete the termination summary used for processing unemployment claims

Workman's Compensation (United Heartland)

- Employees receive benefits for work-related injury or illness
- Contact Area Office for forms & eligibility

Wholeness Healing Center

We partner's with Wholeness Healing Center to offer two sessions at no charge for employees or a family member struggling with thoughts of suicide.

