



## **BENEFITS SUMMARY 2025-2026**

<b>BENEFIT</b>	<b>ELIGIBILITY</b>	<b>WHEN BENEFIT TAKES EFFECT</b>	<b>BAKER CENTER CONTRIBUTION</b>
<b>Blue Cross Blue Shield HMO Blue New England, HMO Blue 2000, or Preferred Blue PPO</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> of the month, if hired on the 1 <sup>st</sup> of the month. If hired after, 1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	Approx. average is 70% for full-time, 50% for part-time
<b>Blue Cross Blue Shield Dental Insurance</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> of the month, if hired on the 1 <sup>st</sup> of the month. If hired after, 1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	Partial employer contribution
<b>VSP Vision Insurance</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> of the month, if hired on the 1 <sup>st</sup> of the month. If hired after, 1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	Solely employee paid
<b>The Hartford Basic Life Insurance and AD&amp;D</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	100% of cost
<b>Long Term Disability</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	100% of cost
<b>Hartford Voluntary Supplemental Life Insurance for employee, Hospital Indemnity Insurance spouse and child, Accident and Short-Term Disability</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	Solely employee paid
<b>Discounted MBTA pass program</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> of month following employment & enrollment	50% of monthly cost of pass
<b>Employer Contribution to Retirement</b>	Regular employees working at least 17.5 hours per week	Company match after 2 years of employment	4% of salary and up to 4% match
<b>403(b) Retirement Plan</b>	All Employees	Upon employment & enrollment	None
<b>Dependent Care Assistance</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	None
<b>Flexible Healthcare Expense Reimbursement</b>	Regular employees working at least 17.5 hours per week	1 <sup>st</sup> day of 1 <sup>st</sup> full month of employment	None
<b>Pet Insurance</b>	All Employees (Casual, Part-Time, Regular)	Based on underwriting approval/ direct bill to employee	None
<b>ID Theft</b>	Part-time, and Regular employees working a standard weekly schedule (ex: 10 hours per week)	1 <sup>st</sup> of month following enrollment	None
<b>Credit Union</b>	Regular employees working at least 17.5 hours per week	Upon employment and enrollment	None
<b>Employee Assistance Program</b>	All Employees (Casual, Part-Time, Regular)	Upon employment	100%



## PAID LEAVE SUMMARY

Leave varies for Manville School Staff, Emergency Hotline Staff, and other Baker Center Staff. Please make sure you are referring to the correct information.

LEAVE TYPE	ELIGIBILITY	WHEN BENEFIT TAKES EFFECT	DESCRIPTION
<b>Vacation</b> (other Baker Center and Emergency Line only)	Regular employees working at least 17.5 hours per week	3 months after 1 <sup>st</sup> day of employment. On the 91 <sup>st</sup> day you receive an accrual for months 1-3.	<ul style="list-style-type: none"> <li>- 3 weeks are accrued for 1-5 years of service (1.25 days per month)</li> <li>- 4 weeks are accrued for 6-10 years of service (1.67 days per month)</li> <li>- 5 weeks are accrued for 11+ years of service (2.08 days accrued per month).</li> <li>- A maximum of 2 weeks' accrued time may be carried forward to the next calendar year. These amounts are pro-rated for eligible part-time employees.</li> </ul>
<b>Holidays</b> (Other Baker Center and Manville Only)	Regular employees working at least 17.5 hours per week	Upon employment	<p>The Baker Center recognizes 13 holidays each year:</p> <ul style="list-style-type: none"> <li>- Labor Day</li> <li>- Columbus Day</li> <li>- Veterans Day</li> <li>- Thanksgiving Day</li> <li>- Thanksgiving Day After</li> <li>- Christmas Day</li> <li>- New Year's Day</li> <li>- Martin Luther King Day</li> <li>- President's Day</li> <li>- Patriots Day</li> <li>- Memorial Day</li> <li>- Juneteenth</li> <li>- Independence Day</li> </ul>
<b>Floating Holiday</b>	Other Baker Center and Manville Staff Only	Upon Employment	<ul style="list-style-type: none"> <li>- 1 floating holiday upon start of calendar year or date of hire.</li> </ul>
<b>Manville School Break</b>	Manville School Staff only (10- and 11-month employees)	Upon employment	<ul style="list-style-type: none"> <li>- <u>Winter Break</u>: week between Christmas Day and New Year's Day</li> <li>- <u>February Break</u>: week following Presidents Day</li> <li>- <u>April Break</u>: week following Patriots Day</li> </ul>
<b>Sick Time</b> (All employees)	Regular employees working at least 17.5 hours per week	Upon employment	<p><u>For benefit eligible employees</u>:</p> <ul style="list-style-type: none"> <li>- 12 days are accrued annually, one day each month.</li> <li>- Maximum accrual is 100 days. These amounts are pro-rated for eligible part-time employees.</li> </ul> <p><u>For employees who aren't benefit eligible</u>:</p> <ul style="list-style-type: none"> <li>- entitled to 1 hour of paid sick time for every 30 hours worked (dependent on state).</li> </ul>
<b>Personal Days</b>	Regular employees working at least 17.5 hours per week	Upon employment	3 days of accumulated sick time may be used as personal time each year. This leave is pro-rated for part time employees.
<b>Personal/Floating Holiday Bucket</b> (Emergency Line only)	Regular employees working at least 17.5 hours per week	3 months after 1 <sup>st</sup> day of employment. On the 91 <sup>st</sup> day you receive an accrual for months 1-3.	Lump sum of 14 days annually upon first of year. Amounts are pro-rated for eligible part-time employees and is based on date of hire.
<b>Bereavement</b>	Regular employees working part-time or more	Upon employment	Up to 3 days per year for death of a family member (as defined in handbook.)
<b>Jury Duty</b>	All employees	Upon employment	Up to 3 days per year.
<b>Military Duty</b>	Regular employees	Upon employment	Up to 2 weeks unpaid.