



THE BAKER CENTER
FOR CHILDREN AND FAMILIES

BENEFIT SUMMARY 2023-2024

BENEFIT	ELIGIBILITY	WHEN BENEFIT TAKES EFFECT	JBCC CONTRIBUTION
Blue Cross Blue Shield HMO Blue New England, HMO Blue 2000, or Preferred Blue PPO	Regular employees working at least 17.5 hours per week	1 st day of 1 st full month of employment	Approximate average is 75% for full-time, 50% for part-time
Blue Cross Blue Shield Dental Insurance	Regular employees working at least 17.5 hours per week	1 st day of 1 st full month of employment	Partial employer contribution
The Hartford Life Insurance and AD&D	Regular employees working at least 17.5 hours per week	1 st day of 1 st full month of employment	100% of cost
Long term Disability	Regular employees working at least 17.5 hours per week	1 st day of 1 st full month of employment	100% of cost
Hartford Voluntary Supplemental Life Insurance for employee, Hospital Indemnity Insurance spouse and child, Accident and STD	Regular employees working at least 17.5 hours per week	1 st day of 1 st full month of employment	Solely employee paid Vol Life and Accident plans are portable03000
Discounted MBTA pass program	Regular employees working at least 17.5 hours per week	1 st of month following employment & enrollment	50% of cost of pass
Employer Contribution to Retirement	Regular employees working at least 17.5 hours per week	After 2 years of employment	4% of salary and up to a 4% match
403b	All Employees	Upon employment & enrollment	None
Dependent Care Assistance	Regular employees working at least 17.5 hours per week	1 st day of 1 st full month of employment	None
Medical Expense Reimbursement	Regular employees working at least 17.5 hours per week	1 st day of 1 st full month of employment	None
Employee Assistance Program	All employees	Upon employment	100%
Credit Union	Regular employees working at least 17.5 hours per week	Upon employment & enrollment	None



PAID LEAVE SUMMARY

*Leave varies for Manville School, Judge Baker and Hotline,
please make sure you are referring to the correct information.*

LEAVE	ELIGIBILITY	WHEN BENEFIT TAKES EFFECT	DESCRIPTION
Vacation (JBCC and Hotline only)	Regular employees working at least 17.5 hours per week	3 months after first day of employment on the 91 st day you get the accrual for months 1-3	3 weeks are accrued for 1-5 years of service (1.25 days per month), 4 weeks are accrued for 6-10 years of service (1.67 days per month), and 5 weeks are accrued for 11+ years of service (2.08 days accrued per month). 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.
Holidays (JBCC and Manville only)	Regular employees working at least 17.5 hours per week	Upon employment	<p style="text-align: center;">The Center recognizes 13 holidays each year:</p> <p style="text-align: center;">Labor Day Columbus Day Veterans Day Thanksgiving Day Thanksgiving Day After Christmas Day New Year's Day Martin Luther King Day Presidents Day Patriots Day Memorial Day Juneteenth Independence Day</p>
School Break (Manville Only)	Manville School Staff only	Upon employment	<p style="text-align: center;">Winter Break: week between Christmas Day and New Year's Day</p> <p style="text-align: center;">February Break: week following Presidents Day</p> <p style="text-align: center;">April Break: week following Patriots Day</p>
Sick Time (all employees)	Regular employees working at least 17.5 hours per week	Upon employment	<p style="text-align: center;">For benefit eligible employees: 12 days are accrued annually, one day each month.</p> <p style="text-align: center;">Maximum accrual is 100 days. These amounts are pro-rated for eligible part-time employees. For employees who aren't benefit eligible: entitled to 1 hour of paid sick time for every 30 hours worked.</p>



Personal Days (JBCC only)	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.
Personal Holiday days (Emergency Hotline only)	Regular employees working at least 17.5 hours per week	3 months after first day of employment on the 91st day you get the accrual for months 1-3	12 days are accrued annually, one day on the first of each month. These amounts are pro-rated for eligible part-time employees.
Bereavement	Regular employees working half-time or more	Upon employment	Up to 3 days per year for death of a family member (as defined in handbook.)
Jury Duty	All employees	Upon employment	For up to 3 days per year.
Military Duty	Regular employees	Upon employment	Up to 2 weeks.

