

AUTISM SERVICES CENTER

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BOARD OF DIRECTORS

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ASC Employee Benefits

Paid Time Off (PTO) All employees begin accruing paid time off (PTO) at the time of hire. PTO shall be accrued every two weeks on a pro-rated basis based on the number of hours worked. Employees may use their accrued leave after three months of employment. (All accrual rates are based on a forty (40) hour work week)

<u>Years of employment</u>	<u>Accrual Rate</u>
0-4 years	5.23 hours per pay or 17 days per year
5-9 years	6.15 hours per pay or 20 days per year
10-14 years	7.69 hours per pay or 25 days per year
15+ years	9.23 hours per pay or 30 days per year

Health Insurance Health insurance is available to all ASC employees who meet eligibility requirements. Benefit is currently provided by Benefit Assistance Corporation.

Dental Insurance Dental insurance is available to all ASC employees who meet eligibility requirements. Benefit is currently provided by Renaissance Dental.

Vision Insurance Vision insurance is available to all ASC employees who meet eligibility requirements. Benefit is currently provided by Vision Service Plan (VSP).

Retirement ASC offers its employees a tax-sheltered annuity or (TSA) as a retirement planning program through Met Life. All employees are immediately eligible to enroll. After one year of continuous employment, ASC will match up to 6% of the gross salary contributed by the employee. The employee is immediately vested, which means that should the employee leave ASC, the monies he/she had vested, plus ASC's contribution, as well as the interest accumulated, go with the employee.

Life Insurance An agency paid \$20,000 life insurance policy is available to all ASC employees who meet eligibility requirements. Additional life insurance is available on a voluntary enrollment basis with an election of up to \$100,000 in coverage.

Short Term Disability ASC offers Short Term Disability and other supplemental insurances to its employees through Colonial Life Insurance. In order to enroll in this benefit; one must meet the same eligibility requirements as medical/dental/vision and life insurance.

<i>Bereavement Leave</i>	Eligible employees are those that have worked at ASC for one year and have averaged 32 hours per week. Paid bereavement leave will be no more than 3 consecutive days. If more time is needed PTO will be used
<i>AAA</i>	All ASC employees can join AAA at substantially discounted rates. ASC offers an open enrollment each year for employees to join. AAA dues are payroll deducted for six consecutive pays.
<i>YMCA</i>	All ASC employees can join the YMCA in the month of May or October--at a discounted corporate membership rate. Membership dues are payroll deducted on a bi-weekly basis.
<i>Scholarship Program</i>	For staff working on furthering their education through a higher degree in a human services field or other field utilized by ASC, the agency offers a Scholarship Program. The number of applicants approved and the amount given will depend upon the funds available at the time of disbursement.
<i>Incentives</i>	<p><u>Referral Bonus</u> Employees of ASC who refer another applicant to work as DSS will receive a referral bonus. Once the referred staff successfully completes training week, the referring employee will receive \$50. After the referred staff completes 3 months of satisfactory services and is released from probationary status, the referring employee will receive \$100. After 1 year of satisfactory service, the referring employee will receive another \$100. This opportunity is open to all current DSS, administrative staff and service coordination.</p> <p><u>Supported Employment Referral Bonus</u> The Supported Employment program allows ASC to offer an incentive to any employee making a referral to the ASC Supported Employment Program that leads to paid employment for an ASC client. If the referral to a business is successful and an ASC client is hired, the ASC employee will receive \$100 after the client has been employed for one month. After six months of continued employment, the employee will receive another \$100.</p>
<i>Credit Union Membership</i>	Employees may join the Huntington C&O Railway Employees FCU. Services include payroll deducted savings, Christmas & vacation clubs, and loan services.
<i>Staff Recognition</i>	ASC recognizes those staff reaching 10 years of employment with the agency and every 5 years thereafter.
<i>Direct Deposit</i>	This mandatory program deposits your paycheck automatically into your checking or savings account. Through a partnership with Huntington Bank, a guaranteed bank account is available to all ASC employees regardless of past banking history.
<i>AT&T Mobile</i>	Due to a partnership with AT&T Mobile, all monthly service contracts are eligible for an ASC Employee discount to their total bill.