

Employee Benefits



CFS New Jersey

As a full time employee working 30 hours or more, you are eligible for medical/dental/vision/life/long term disability benefits. You and your dependents are eligible for CFS benefits after 30 days of employment from date of hire. Eligible Benefits and conditions of these policies are contained in descriptive booklets that can be obtained from the Human Resources Department.



Medical/Hospitalization, Dental and Vision

Cigna is our current vendor for medical, dental and vision. The medical plan offers two options – Core Plan and Buy-up Plan. The dental plan offers an option of Managed care or PPO.



Scan the QR Code to view the benefit guide

Life and Long-Term Disability Insurance

Life and Long-Term Disability Insurance is provided through Hartford Life Insurance Company. Coverage is based on your annual salary up to the maximum of \$100,000.

Our long-term disability program provides benefits covering up to 60% of earnings up to the maximum of \$5,000.00 per month. This benefit is included in your initial benefit package. Information booklet can be obtained from the Human Resources Department.

EAP (Employee Assistance Program)

From everyday issues like job pressures, relationships, retirement planning to highly impactful issues like grief, loss, or disability, Ability Assist® is your resource for professional support. Our EAP program is available free of cost to all employees. This is offered through The Hartford and employees are automatically enrolled.



Scan the QR Code to view the guidance resources
<https://www.guidanceresources.com/groWeb/login/login.xhtml>

Voluntary Life and AD&D Insurance

Full time employees have the option to enroll in our voluntary life insurance (AD&D included) for yourself, your spouse, and your dependent child/ren through The Hartford. Current participants can make changes within 31 days of the date you have a Change in Family Status or can be completed during the annual open enrollment period (October). New hires can enroll within 30 days from their date of hire. Costs vary according to benefit amount elected and your age.

AFLAC Voluntary Benefit

Open enrollment is conducted twice per year for AFLAC Voluntary Benefits. Their product features are as follows; plans are affordable, rate stability, benefits are paid directly to you, benefits are tax-free and plans are portable. All deductions are through payroll.

Family Medical Leave Act (FMLA)

In addition to the federal FMLA, New Jersey law also provides for unpaid family leave. New Jersey's Family Leave Act provides an eligible employee with 12 weeks of unpaid leave (without continued group health plan coverage) within a 24-month period, rather than a 12-month period as provided in the federal FMLA. The 24-month period is measured from the date when your first family leave begins.

Under New Jersey law, you are eligible for Family Leave if you have worked at least 1,000 hours in the prior twelve-month period, rather than 1,250 hours as provided in the federal Family and Medical Leave

Eligibility

To be eligible for FMLA leave, an employee must have been employed by The Center for Family Support:

1. For at least 12 months (which need not be consecutive),
2. Must work at least 1000 hours during the 12-month period preceding the leave start date.

New Jersey Family Leave

All New Jersey employees are covered for New Jersey Family Leave. The NJ Family Leave provides income to bond with your child or care for a family member up to 12 weeks; the payment covers 85% of your wages. You can choose to utilize the NJ Family Leave (baby bonding) right after you have your baby, or you will have up to one year in which to use. You will have to submit a copy of the baby's birth certificate.

Employees can apply direct for NJ Family leave via website at www.myleavebenefits.nj.gov.

Worker's Compensation

All employees are covered by Worker's Compensation, which provides benefits of on-the-job-injury. If you are injured on the job, please report any injuries to your supervisor immediately and Human Resources. Although, medical payments start immediately, an employee receives payment from Worker's Compensation claim after seven days. In the interim, sick or PTO accruals can be utilized for the first seven (7) days.

New Jersey Disability (NJ TDB)

All employees are covered for off-the-job disability benefits. Disability benefits provide temporary income to replace, in part, wages lost because of injury, illness, or pregnancy, which do not arise on the job. Short Term Disability claims also have a seven-day waiting period and sick or PTO accruals can be utilized.

Please contact our Human Resources Benefits Coordinator for more information.

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401K Plan

Mutual of America (MOA) is our current vendor and newly hired employees are auto enrolled within 30 days of employment for a deduction of 2 percent. MOA will send information via email, and you will have the option to opt out. Please note an opt out form must be completed.

In addition, an employee becomes eligible for an employer contribution after one year of service, 1000 hours worked within the fiscal (year June to July), and attain age 21 years. The employer contribution is based on the Board of Directors approval and budget yearly.



Please direct any questions to Melonie Singleton, Assistant Director, Human Resources.

Scan to visit the MOA website
<https://www.mutualofamerica.com/>

Commuter Benefit Program

The Commuter benefit offered through Benefit Resources (BRI) allows employees to set aside funds on a tax-free basis. Funds are available and accessed through an issued Beniversal Pre-paid Mastercard which is mailed directly to the employee's home which can be used at all transportation merchants accepting the debit Mastercard. Deductions will be completed through payroll on a bi-weekly basis. The current 2024 monthly election limit for commuter and parking is \$315.00.

Paid Time Off (PTO) and Holidays

Full-time employees accrue according to their job titles and receive 8 paid holidays each year.

Part-time employees working between 21 to 29 hours will accrue vacation days on a pro-rated basis. Employees who work fewer than 21 hours per week are not eligible for paid time off (PTO).

Sick Time

All full-time employees working 30 or more hours will accrue up to nine (9) paid days of sick leave per year from the date of employment. Part-time and per diem employees will earn 56 hours annually from the date of employment. There is no waiting period for new hires to use their sick days. An employee can maintain up to 40 days in total in their sick bank.

Sick leave is intended as protection in the event of illness or other qualifying reasons for leave, and not as an entitlement to time off with pay. Agency management reserves the right to request proof of any claimed qualifying absences of greater than three (3) consecutive days.

Employee Referral Bonus

CFS offers an employee referral bonus program. The prospective candidate must complete a job application and your name must be noted on the application. In addition, an employee referral form **must** be completed by the employee and submitted to Melonie Singleton, Assistant Director, HR.

Eligibility and Participation

- An applicant is defined as a person who is not currently employed with CFS.
- Eligible positions are open Full-time, Part-time positions, identified by Human Resources, which are posted on the CFS career website (<https://www.cfsny.org/job-opportunities/>) Per-Diem status/position is not eligible.
- Per-Diem positions are not eligible for this program.
- Full-Time is defined as 30 hours or more; Part-Time is defined as less than 20 hours, or 21 to 29 hours, or 16 to 24 hours.

Referral Amount

- For full time positions, an employee referring any new hire for a Full-time position, the award amount is \$1,000.00
- For part time positions, an employee referring any new hire for a Part-Time position, the award amount is \$750.00

Please refer to our Employee Referral Bonus Policy for criteria process and payout details.

Tuition Reimbursement Program

All full-time employees working 30-40 hours per week and part time employees working 25 hours per week are welcome to apply for Tuition Reimbursement during the Spring and Fall semesters.

Eligibility is one year of continuous employment prior to the time of course enrollment.

We have partnered with Monroe and Metropolitan (MCNY) Colleges which offers exclusive tuition reduction for CFS employees (Monroe offers 20% and Metropolitan offers 15%). We have also partnered with Mercy College offering a 15% Tuition reduction.

Field of study identified to apply includes Healthcare administration, Human Services, Nursing, Public Health Administration, Social Services.

For a copy of the Tuition Reimbursement policy, please contact Melonie Singleton, Assistant Director, HR.

Training

We provide paid competency-based training to support your success as well as access to a robust library of thousands of training courses.

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Wellness Initiatives

We have created a Wellness committee to plan, promote and implement healthy living culture here at CFS and have representation for various departments. Some activities have been walking challenges, issuing wellness self-care packages to all employees, yoga/meditation.

We will continue to communicate a variety of wellness activities to better assist in achieving a work life balance.



Scan the QR Code to view more information on our website
<https://www.cfsny.org/working-at-cfs/why-work-at-cfs/>