



Employee Benefit Manual

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Welcome!!!!!!

Welcome to NWSRA! We are delighted that you have chosen to join our Association and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further NWSRA's goals.

Mission Statement

We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

Vision

As an employee of NWSRA you will be a leading force, creating greater options that enrich the life experiences of the participants, families and communities we serve.

Core Values

NWSRA's core values represent the culture of the organization by following:

- Teamwork: Support each other and work together
- Respect: Be open, honest and kind
- Enthusiasm: Exceed expectations
- Collaboration: Combine resources to achieve common goals
- Communication: Listen, share and adapt
- Diversity: Self evaluate, Educate, Celebrate, Advocate and Represent

Through the ongoing promotion and installation of NWSRA Core Values, employee and stakeholders work collaboratively to support and create outstanding opportunities through recreation for children and adults with disabilities.

Please take time to review the benefits in this manual. If you have questions, feel free to ask your supervisor or to contact the Superintendent of Administrative Services.

Manual Disclaimer

The contents of this manual are presented as a matter of information only. While Northwest Special Recreation Association believes wholeheartedly in the benefit policies described here, they do not constitute a guarantee of employment or promise of any benefits. NWSRA reserves the right to modify, revoke, suspend, terminate or change any or all policies, in whole or part, at any time, with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute a contract with NWSRA.

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Employee Benefits

NWSRA recognizes the value of benefits to employees and their families. The Association supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the Association Summary Plan Descriptions (SPD), which are found on the Association intranet, or contact the Human Resources department. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Health Program

Employees classified as full-time are eligible to participate in the health program offered by NWSRA. NWSRA is a member of the Park District Risk Management Agency (PDRMA). PDRMA provides a self-insured, member run health program to assist NWSRA in providing the best health program for employees and their families and a low cost.

For the purpose of this section, immediate family shall mean the employee's spouse, civil law spouse, domestic partner and dependent children, up to the age of 26 years old. NWSRA reserves the right to change, modify, cancel or discontinue any portion of the health program or change the amount of the required employee premium with or without notice. All health program changes must be approved by the NWSRA Board of Directors before going into effect.

The health program offered by NWSRA includes:

- Blue Cross Blue Shield of Illinois PPO with prescription coverage
- Blue Cross Blue Shield of Illinois HMO with prescription coverage
- Delta Dental Premium PPO - with Ortho under 18 years old
- Vision Reimbursement Plan
- Life Insurance up to 1X employee's annual salary

Employee premiums are as follows:

- Single - 10% of NWSRA premium
- Employee +Child - 12% of NWSRA premium
- Employee +Spouse - 13% of NWSRA premium
- Employee +Children (1 adult & 2 or more children - 15% of NWSRA premium
- Family (2 adults & 1 or more children) - 15% of NWSRA premium

Health program coverage shall begin on the first day of employment for all eligible employees. Employees may decide to not utilize all or part of the health program. If not selecting a medical plan, employees must provide proof of current insurance. Employees only pay for the sections of the health program they select to participate.

Changes by the employee to their personal health program may be completed only during open enrollment or with a valid status change. Status changes include marriage, divorce, death of spouse or dependent, birth of a child, adoption of a dependent, a dependent turning 26 years old, spouse or dependent open enrollment period, and spouse or dependent acquiring a new job or loss of a job.

Upon termination from NWSRA, no matter the reason or changing to part-time, will end all health program selections as of the last day of work or last day of full-time status.

Employees who retire from NWSRA will be offered an opportunity to continue with the NWSRA health program. Retired employees are responsible for paying 100% of the premium coverage through COBRA (Consolidated Omnibus Budget Reconciliation Act).

Pension & Retirement Programs

Illinois Municipal Retirement Fund (IMRF)

All Employees, no matter their status, who work 1,000 hours or more annually are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is established under Illinois Statute to provide a pension program, for retirement, along with disability and death benefits for employees of local governments. All participating employees contribute 4.5% of their gross wages, per pay check, through payroll deductions. NWSRA contributes a specified percentage for each participating employee. The agency percentage is determined annually by IMRF in accordance with current pension regulations.

Mission Square Retirement Plans

NWSRA has a partnership with Mission Square (formally IMCA-RC) to provide an optional retirement program for employees to compliment IMRF. These plans are available as a payroll deduction and can be started or ended at any time. Plans available are a 457b & ROTH IRA. All plans are portable.

Section 125 - Flexible Spending Account (FSA)

NWSRA offers a Section 125-Flexible Spending account (FSA). The Section 125 program follows IRS regulations in how much an individual employee can elect per year for medical and dependent care expenses. All elections are taken through payroll deductions and are pre-tax.

The Medical Flexible Spending Account can be used by the employee and dependents for medical, dental and vision expenses whether the employee is part of the health program or not.

The Dependent Care Program can be used by the employee for day care expenses either for child or elder dependents.

Elections can be selected when hired or at open enrollment. All Section 125 accounts are closed when an employee terminates from NWSRA for any reason, on their last day of employment. Employees have 60 days after termination to submit claims for reimbursement that are dated on or before the last day of employment.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. NWSRA wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive service offers employees a 24-hour hotline answered by qualified professionals. Other services available are legal services, financial counselling, child and elder care referrals and assistance in finding counseling professionals.

The Association encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in any phone call are confidential and not available to the Association, nor is the Association given

any information on who chooses to use the services. For questions or additional information about this program, employees may contact their supervisor or the Superintendent of Administrative Services.

Longevity Program

The NWSRA Employee Longevity Recognition Program is designed to honor long term employees for their years of dedicated service to NWSRA. Full-time employees are recognized at the first Board Meeting following their anniversary date, per the following schedule:

Years of Service	Framed	Presented By	Incentive	
1	Service Certificate	Supervisor	None	None
3	Letter	Director	Lunch with Executive Director	
5	Letter	Board	50.00	None
10	Letter	Board	50.00	1 vacation day
15	Letter	Board	100.00	2 vacation days
20	Proclamation	Board	150.00	3 vacation days
25	Proclamation	Board	150.00	5 vacation days
30	Proclamation	Board	150.00	5 vacation days

An employee's years of service are calculated based on the anniversary date of employment. Any employee whose latest evaluation for the current fiscal year has resulted in a 1% or less merit increase, shall not be eligible for the longevity bonus. The longevity bonus shall be paid in the month and year of the anniversary year and is good for one (1) year after receipt, (ex. received in October 2022, can be used until October 2023).

Partner Agency Fitness Program

Full-time employees may utilize park district facilities, programs and/or services as defined by the park district for their own full-time employees. Employees must comply with the park district's registration and eligibility requirements.

In January, after board approval, eligible employees will be able to select the park district they are interested in participating. The agency will determine the park district the employee will have access to each year, using the employees request as a guide.

Wellness Program

NWSRA believes that its employees are its most valuable asset. Morale, productivity, job satisfaction and consistent attendance are greatly impacted by a person's health and wellness. To increase and maintain overall health, NWSRA is dedicated to promoting intellectual, environmental, social and emotional support to assist employees to achieve a comfortable work/life balance.

The Wellness Committee will promote fun activities, educational opportunities and resources to motivate employees to achieve a healthy lifestyle which then sets a good example for our participants and families.

Credit Union

All employees are eligible to participate in the Metro Federal Credit Union due to NWSRA being a business in Rolling Meadows. It does not matter where the employee lives while employed with NWSRA. The employee may authorize Credit Union deductions from his paycheck upon the completion of the appropriate forms.

Personal Cell Phone Discount

All employees of NWSRA are eligible for a government employee discount with most cell phone providers. Employees will need to take a current paycheck stub to the provider to inquire and receive a discount.

Logo Clothing

For all NWSRA logo clothing provided by the agency to employees will be taxed to the employee at the end of each year or upon termination, based on the amount of clothing provided. This does not include t-shirts/sweatshirts provided to employees for program use.

Voluntary Benefit Programs

Aflac

NWSRA has a partnership with Aflac to provide additional voluntary benefits. Plans available are Short-Term Disability, Accident Insurance and Critical Illness Coverage. These plans are available as a payroll deduction and can be started as a new hire or during open enrollment. All plans are after tax deductions and are portable.

ASPCA – Pet Insurance

ASPCA offers discounted pet insurance programs to employees of NWSRA. Plans are available as a payroll deduction, are an after-tax deductions and portable. ASPCA plans can be joined at any time.

Professional Development

Service Training

It shall be the practice of NWSRA to conduct special in-service training programs which will better equip an employee to fulfill his job responsibilities.

Education and Tuition Reimbursement

If, in the opinion of the Executive Director and Superintendents, some benefit will accrue to the NWSRA, permission may be granted to full-time employees to attend educational courses and to make partial or full reimbursement of tuition. Subject to budgetary provisions. Requests for tuition reimbursement must be made before the educational course is taken.

- Tuition reimbursement will be granted only upon successful completion of the educational course. Successful completion is defined as a minimum Grade of C for undergraduate level class or B for graduate level class.
- Time off may be granted by the Executive Director upon recommendation of the Superintendents to attend educational courses if work schedules can be arranged and if it is determined that the education will make the employee more valuable to the Association.

Conferences and Seminars

Opportunities to attend and participate in professional conferences, conventions, seminars and technical meetings shall be provided to all employees. With prior approval of the Executive Director and Superintendents and subject to budgetary provisions, an employee may attend such functions without loss of pay and at NWSRA expense.

Professional Memberships

NWSRA will maintain memberships for professional organizations which contributes to public relations, professional knowledge and general effectiveness of NWSRA. Materials and publications secured as a result of memberships provided by NWSRA shall be made available for use by all employees.

Membership in a local service club may be provided for selected agency employees as a public relation benefit to NWSRA. Employees must have the recommendation of the Superintendents with final approval by the Executive Director.

Professional membership fees for full-time employees are paid by the agency once membership is approved by Executive Director.

Before indicating a willingness to accept nomination or appointment to a board or committee position requiring time during normal working hours for this position, approval must be secured from the Executive Director.

Time Off and Leaves of Absence

Holidays

NWSRA observes the following holidays. The NWSRA office is closed and there are no programs on these holidays. All full-time employees are paid for these holidays. Part-time employees are not eligible for holiday pay.

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth (Floating Holiday – Office is open & programs are running)
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve Day

If a holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday.

Religious Observances

Full-time employees who need time off to observe religious practices or holidays not already scheduled by the Association should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time

off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The Association will seek to reasonably accommodate individuals' religious observances.

Part-time employees should speak with their supervisor so that an accommodation to their schedule can be reviewed. Part-time employees will not be paid for any religious accommodation.

Vacation

NWSRA recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Association provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees do not accrue vacation time.

Full-time employees will accrue paid vacation according to the following schedule. Note: Employees may not accrue more than 25 days in their vacation bank, other than when receive their Longevity Vacation Bonus.

Length of Service	Days Accrued Annually	Hours Accrued by Month	Annual Accrued Maximum
6 to 12 Months	5 days	3.34 hours	N/A
1 year	10 days	6.67 hours	80 hours/10 Days
3 years	12 days	8 hours	96 hours/12 Days
4 years	14 days	9.34 hours	112 hours/14 Days
5 years	15 days	10 hours	120 hours/15 Days
6 years	16 days	10.67 hours	128 hours/16 days
7 years	17 days	11.34	136 hours/17 days
8 years	18 days	12 hours	144 hours/18 days
9 years	19 days	12.67 hours	152 hours/19 days
10 years	20 days	13.34 hours	160 hours/20 days
11 years	21 days	14 hours	168 hours/21 days
12 years	22 days	14.67 hours	176 hours/22 days
13 years	23 days	15.34 hours	184 hours/23 days
14 years	24 days	16 hours	192 hours/24 days
15 years	25 days	16.67 hours	200 hours/25 days

Employees may not take paid vacation until they actually have earned or accrued the vacation time. New employees do not accrue paid vacation until they have completed at least 6 months of employment, unless approved by the Superintendent of Administrative Services and Executive Director.

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. Vacations may be scheduled in increments of half (.50) a work day up to a maximum of 2 weeks in a row. Superintendents and the Executive Director have the right to designate when some or all of vacations must be taken or dates when vacations are not able to be taken.

Vacation should be used in the year it is earned. Employees will be permitted to accrue up to one year of earned vacation. Once an employee has reached one year of accrued vacation, they cease to accrue any more time until time is used.

Employees whose employment terminates, for any reason, will be paid for all unused, accrued vacation time.

Failure to return from work at the conclusion of an approved vacation will be considered a voluntary resignation by the employee.

Sick Time

NWSRA provides full-time employees with paid sick days. Employees earn one (1) day a month and can accrue up to 60 days/480 hours before they cease earning additional sick time. At the end of each calendar year, any hours over 480 will be accumulated toward IMRF's sick day service credit.

Sick days cannot be used as a substitute for vacation or personal days. Sick days may be used if an employee needs time off for scheduled medical procedures, being ill or has a personal injury. Sick days may also be used if an employee needs to provide care for a family member who is ill or injured.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee miss three (3) or more consecutive days because of illness, NWSRA may require the employee to provide a physician's written permission to return to work.

Per Federal law, unused sick days are forfeited when an employee's employment ends for any reason.

Personal Days

Full-time employees will be granted four (4) paid personal days per calendar year. Personal days are issued by accruing one (1) personal day per quarter and will expire on the last day of December of that same year. Employees are allowed to use accrued personal days before they are earned if approved by the Superintendent of Administrative Services before use.

Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by NWSRA.

Personal days accrued, but not yet used, will be paid to an employee upon termination.

Bereavement Leave

Paid bereavement leave may be granted, to Full-time employees, upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or any relative living in the same household with the employee or dependent.

NWSRA grants up to three (3) days of paid bereavement based on employee needs. Superintendents will consider this time off on a case-by-case basis and how much time will be granted to the employee. Additional time may be approved by the Executive Director and sick time will be used for additional days. Documentation may be requested by NWSRA to verify employee's need for bereavement leave, such as a death certificate, published obituary or written verification from a mortuary, funeral home or government agency.

Jury Duty/Court Appearance

The Association supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Full-time employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

Time for appearance in court for personal business will be the individual employee's responsibility. Personal days or vacation days will be used for this purpose.

Time-off for Voting

NWSRA recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

Blood Donation

Full-time employees who have been employed at least six (6) months shall be entitled to one hour of paid time to donate blood, every 56 days.

Time-off for School Activities

Employees who have been employed at least six (6) months that work an average of 20 hours per week, may be eligible to take up to eight (8) hours of unpaid time off per school year to attend school activities. These activities may include conference or classroom activities for dependents of the employee, if they cannot be scheduled during non-work hours.

For purposes of this policy, "school" means any public or private primary or secondary school or educational facility.