

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

315 Cash in Lieu of Health Insurance

Effective Date: 9/18/2023

Revision Date: 9/18/2023

Eligible full-time and part-time employees working a 30/hour week schedule or 40/hour week schedule, electing not to participate in the health insurance benefit, upon demonstration of having alternative group-sponsored health insurance coverage (or other qualifying health coverage as defined in the Section 125 Plan) for themselves and their eligible dependents, may elect to receive \$2,400 in lieu of insurance (accrued at a rate of \$200/month of eligible coverage). Payment for accrued cash-in-lieu of insurance benefits shall be paid in bi-monthly installments of \$100. The sum in lieu of insurance will be an annual option for eligible employees, who must make such an annual election by a deadline which is within the initial 90 days of employment and during the annual open enrollment period. An employee so electing payment in lieu of insurance who then seeks to reverse his/her decision during the health plan benefit year may do so only if permissible under the regulations of the carrier. This cash in lieu of insurance option is only available to employees that are eligible for health benefits.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

318 Short-Term Disability

Effective Date: 9/1/2003

Revision Date: ~~6/24/2009~~ 9/18/2023

Effective October 1, ~~2006~~ 2023, Community Services offers a ~~voluntary employee~~ employer paid short-term disability (STD) benefits plan. **A buy-up option to the STD plan is available also for employees to purchase, if desired.**

Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible to participate in the short-term disability benefits plan:

- * Regular full-time employees
- * Regular part-time employees who work 30 hours or more per week

Eligible employees may participate in the short-term disability benefits plan subject to all terms and conditions of the agreement between Community Services and the insurance carrier. At all times, the agreement between Community Services and its insurance carrier supersedes the Community Services Personnel Policies & Procedures.

Information on ~~cost of~~ this coverage **and the cost of the buy-up plan** will be provided during open enrollment to eligible employees. Open enrollment occurs at a scheduled time during the month of September. Any inquiries should be in writing and directed to your immediate supervisor, who will forward your request to the Human Resources Director.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

599 Local Travel/Mileage

Effective Date: 6/16/2004

Revision Date: ~~6/22/2004~~ 9/18/2023

Community Services will reimburse employees for mileage expense for approved intra-agency or local travel. The employee is required to submit a completed mileage reimbursement form on a monthly basis. The mileage reimbursement form must be approved by your supervisor. Failure to have supervisor approval or submission of more than 30 days' of mileage expense may result in denial of your reimbursement request. **Compensation rate for mileage will be based on the current IRS mileage rates.**