

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

301 Employee Benefits

Effective Date: 9/1/2003

Revision Date: 11/1/17

Eligible employees at Community Services are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee Handbook.

The following benefit programs are available to eligible employees:

- * Paid Personal Leave
- * Approved Auto Mileage
- * Bereavement Leave
- * Dental Insurance
- * Family Medical Leave
- * Health Insurance
- * Approved Agency Holidays
- * Jury Duty Leave
- * Military Leave
- * Personal Leave
- * Retirement Plan (403B)
- * Travel Allowances
- * Vision Care Insurance
- * Voting Time Off
- * Life Insurance
- * Short-Term Disability - Voluntary
- * Long-Term Disability - Voluntary
- * Employee Assistance Program (EAP)
- * HealthJoy (Tele-doc)

Some benefit programs require contributions from the employee, but most are fully paid by Community Services.

Any or all of these benefits may be discontinued at the discretion of Community Services. In addition, employees may be required to participate in the costs of benefits.

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325 HealthJoy Program

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HealthJoy is a non-insurance product which consists of coverage for employees and their families regardless of their medical election.

ALL REGULAR PART-TIME AND FULL-TIME EMPLOYEES RECIEVE THIS BENEFIT AS PART OF THEIR BENEFITS PACKAGE.

HealthJoy consists of:

Telemedicine

Healthcare Concierge

RX saving Review

Medical Bill Review™

Appointment Booking

Provider Recommendations