



Benefit Programs

The following table summarizes your benefit package and eligibility requirements; specific information about benefits is provided during orientation, the annual open enrollment period, or when an employee's benefits eligibility changes. We may modify, add to, or eliminate any of the benefits described in this guide. Employees will be informed about all changes to their benefit package. *The Benefit Plan documents provided by the benefit company supersede this summary; please refer to them for more detailed information.*

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Benefit Plans Coverage Effective Date	Regular Full-time [40 + Hours]	Regular Part-time [<40 and >20 Hours]	Regular Part-time [>20 Hours]
Medical/Vision/Rx Effective on the first of the month following the date of hire	X	Prorated.	
Life/Long-Term Disability Effective on the first of the month following 30 days of employment.	X	Eligible at 30 hours/week	
403 (b) Eligible to participate immediately upon hire; eligible for company match after completing one year of service with at least 1000 hours of service	X		
PTO (Paid Time Off) Accrual begins on the date of hire	X	Prorated	Pro-rated
Holidays Effective on date of hire	X	Prorated	

Health Benefits

You are eligible if you are a regular employee who is scheduled to work at least 20 hours per week. Coverage for a new employee begins on the first day of the month following the date of hire. Eligible members of your family may also participate (paid for by employee). They include the following:

- Your spouse
- Domestic partner (Affidavit of Domestic Partnership required)
- Children under age 26, including stepchildren, legally adopted children, and eligible foster children
- Disabled children may be eligible, regardless of age, if approved by the insurance company

You may enroll your family (paid for by employee) when you are first hired. Their coverage will begin when your coverage begins. If you do not enroll eligible dependents at the time of hire, you have only two options available to you to obtain coverage. They are:

1. Enroll during "Open Enrollment," which is March of each year for medical.

2. If you have a qualifying family event (such as the birth of a child), you may be eligible for a special enrollment period outside open enrollment.

For more specific details about the health care benefits, please refer to a summary of the health care benefits and the official plan document. In case of a conflict between the employee handbook, the benefit summary sheet and/or the official contracts and documents, the official documents will govern.

Environmental Works reserves the right to modify, add to, or eliminate any of the benefits offered at any time. We will keep you informed about all changes to your benefit package.

The employee and Environmental Works share the cost of premium payments for health insurance benefits. The employee's cost share is determined by the health plan chosen and any premium changes at the renewal of the insurance contract. Refer to chart under Benefits Programs above. Please see the Controller for current information.

If you choose to enroll your family in Environmental Works' health insurance plan, you will be charged the cost of these benefits through regular payroll deductions.

Please refer to the Benefit Plan documents provided by the benefit company. If you choose not to be covered under the Environmental Works sponsored healthcare program, you must be covered under another policy. You are required to submit a copy of existing healthcare coverage for your personnel file.