

# Recommended Changes to BIAV Policy Manual

Requested by Linda D. Wilkinson, Interim Executive Director

Presented by Kathleen Hardesty, Vice President, Board of Directors

5/24/24

*The below changes to the Policy Manual are requested by Linda to provide a more comprehensive and competitive benefit package consistent with current standards. Effective date of proposed changes is 7/1/24*

## Annual Leave

1. BIAV provides annual leave to eligible employees; part-time and temporary employees do not accrue annual leave unless an exception is granted by the **Board of Directors**.
2. All full-time salaried employees are eligible for annual leave immediately upon commencing work at BIAV. . Eligible employees shall receive four weeks of annual leave; the leave shall be accrued in 6-month intervals with two weeks of annual leave in each 6-month interval (total of 4 weeks of annual leave). Upon the sixth year of employment, the accrual rate changes to 5 weeks of annual leave accrued in 6-month intervals.

## Sick Leave

1. All full-time salaried employees are eligible for sick leave. Part-time and temporary employees are ineligible to earn or receive sick-leave benefits unless an exception is granted by the **Board of Directors**.

## Dental Insurance:

1. Full-time employees are eligible for coverage under the BIAV company plan; part-time employees are not, unless an exception is granted by the Board of Directors.
2. Coverage will begin the first of the month 30 days after the employee is hired, unless the Plan is able to begin coverage earlier. For example, if a new employee's first day is December 11, coverage begins February 1. {note: effective date is determined by insurer; BIAV will advocate for immediate coverage when possible}
3. Employee contributions to the cost of the plan are determined and approved by the Board of Directors during the budget approval process (usually in May). Due to varying costs to the organization and the needs of employees, the employee contribution percentage or amount may vary from year-to-year.

## Vision Insurance: **{NEW benefit}**

4. Full-time employees are eligible for coverage under the BIAV company plan immediately upon hire. Part-time employees may be eligible for coverage under the plan if an exception is granted by the Board of Directors.
5. Employee contributions to the cost of the vision plan are determined and approved by the Board of Directors during the budget approval process (usually in May). Due to varying costs to the organization and the needs of employees, the employee contribution percentage or amount may vary from year-to-year.

**Health Insurance:**

6. Full-time employees are eligible for coverage under the BIAV company plan immediately upon hire. Part-time employees may be eligible for coverage under the plan if an exception is granted by the Board of Directors.
  7. Employee contributions to the cost of the plan are determined and approved by the Board of Directors during the budget approval process (usually in May). Due to varying costs to the organization and the needs of employees, the employee contribution percentage or amount may vary from year-to-year.
1. Any employee who leaves during the month will be responsible for the remainder of their monthly insurance premium, prorated through the end of the month. Their coverage shall be available until the end of the month of their separation depending on Plan rules.

**Life Insurance:**

1. Full-time employees are eligible for coverage under the BIAV company plan; part-time employees are not, unless an exception is granted by the Board of Directors.
2. Employee contributions to the cost of the plan are determined and approved by the Board of Directors during the budget approval process (usually in May). Due to varying costs to the organization and the needs of employees, the employee contribution percentage or amount may vary from year-to-year.
3. An employee leaving BIAV employment will be covered until the end of the month depending on Plan rules.

**Short and Long-term Disability Insurance: {NEW BENEFIT}**

4. Full-time employees are eligible for coverage under the BIAV company plan; part-time employees are not, unless an exception is granted by the Board of Directors.
5. Employee contributions to the cost of the plan are determined and approved by the Board of Directors during the budget approval process (usually in May). Due to varying costs to the organization and the needs of employees, the employee contribution percentage or amount may vary from year-to-year.
6. An employee leaving BIAV employment will be covered until the end of the month depending on Plan rules.

**Cell Phone Stipends {NEW benefit}**

Full-time employees are eligible for cell phone stipends if they use their phones for the purpose of conducting BIAV business. Any full-time employee who does not wish to use their personal cell phone for work purposes, shall not be eligible for a monthly stipend.

Monthly stipends shall be determined by the Board of Directors during the budget process. At the discretion of the Board of Directors, and as the budget permits, BIAV may purchase a cell phone for use by the Executive Director for work purposes only. Stipends shall be paid according to the BIAV payroll schedule and will comply with any/all IRS rules regarding tax withholdings (if any).

**Hours of Operation**

Employees are permitted 60 minutes daily for lunch or personal breaks; additional time taken for lunch or out of the office may be unpaid or require the use of leave.