

Our Commitment to Staff Benefits

Guidestone offers staff outstanding benefits. Some benefits will vary depending on position and location. The following are just a few of the benefits we provide:

100% agency paid medical premiums!

8.5 days of **paid holidays** for full time staff.

2 weeks of vacation per year for full time staff, with the opportunity to accrue more!

Paid sick time

Life Insurance of up to 1 full year's salary at **no cost** to staff.

Voluntary Term Life Insurance

Long term disability options

Discounted child care tuition at any of our five, Nationally Accredited Family Life Child Care Centers. Summer programs for school age children are also available.

401(k) with employer match options

Flexible spending account options

Membership in the **Best Benefits Club** (BBC) which provides employees with discounts on local and national products/services.

Discounted memberships with Lifeworks of Southwest General Health Center.

Free, convenient parking is available at all of our agency locations.

Membership available for two Credit Unions: Berea School Employees Credit Union & Summit Federal Credit Union

Vacation Pool for FMLA-eligible staff who may need extra paid time off in during a medical crisis.

Confidential pastoral care through the Pastor to the Agency at no cost.



The benefits listed above are an example of some of the benefits Guidestone is proud to offer. Additional restrictions, including length of employment and employee status, to access these benefits may apply. Please contact Human Resources for more details.



General Benefit and Leave Guidelines

The listings below are merely guidelines and not all details are listed. Please use for general reference only. For clarification please refer to the employee handbook or Human Resources.

Employee Status	Hours Required	Benefits Available
Full Time	30 hours, or more, per week consistently	Paid vacation time* 1 day per month paid sick time* Personal Day= 1 per year* 8.5 paid holidays per year* Health Insurance with PAID premiums Life Insurance Voluntary Life Insurance Long Term Disability 401(k) * Day Care Tuition discounts Dental and/or vision insurance Section 125/Flexible Spending Accounts BBC, Lifeworks, Credit Unions membership options Pastoral Counseling
Part Time, Benefits Eligible	20 to 29 hours per week, consistently & on a regular schedule	Paid vacation time* 4 hours per month paid sick time* Personal Day= 4hrs/ per year* 8.5 (prorated) paid holidays per year* 401(k)* Day Care Tuition discounts BBC, Lifeworks, Credit Unions membership options Pastoral Counseling
Part Time, Benefits Ineligible	Less than 20 hrs/week or requiring 30-40 hrs/week for a limited period of time due to the inconsistent or temporary nature of the work (Summer programs, Seasonal help, etc.)	401(k)* BBC, Lifeworks, Credit Unions membership options Pastoral Counseling
Part Time, On Call	Hours will vary	401(k)* BBC, Lifeworks, Credit Unions membership options Pastoral Counseling

Please note that employees are able to work two part-time positions with the agency, however two part-time positions do not equal a full-time position. They are independent of each other.

**Exceptions or prorated terms may apply. Please refer further to the Guidestone benefit and leave summary or the employee handbook.*



General Benefit and Leave Guidelines

The information below is a general benefit and leave guide and not all details are listed. Please use for general reference only. For clarification please refer to the employee handbook or human resources.

Medical Benefits:

Offered through: Medical Mutual, www.medmutual.com.

Available for:

Full-time, benefit eligible employees

Benefit details:

Incentives available to eligible employees (see Section 125), includes limited vision.

Single Coverage Deductible: \$350; Family Coverage Deductible: \$700; General co-pay: \$25.

Cost: Premiums are fully paid by Guidestone! This means that nothing comes out of your paycheck!

Prescription Benefits:

Offered through: Enrollment in our medical plan includes automatically enrollment in Medical Mutual's prescription drug program.

Available for:

Full-time, benefit eligible employees

Benefit details:

30 day supply retail and 90 day supply through mail order.

\$40 for non-formulary prescriptions; \$30 for formulary prescriptions ; \$15 for generic prescriptions.

Cost: Premiums are fully paid by Guidestone!

Life Insurance:

Available for:

Full-time, benefit eligible employees

Highlights:

Coverage is equal to one full year of the employee's salary.

Cost: Fully paid by Guidestone!

Voluntary Term Life Insurance:

Available for:

Full-time, benefit eligible employees

Benefit details:

Provides employees to choose to have additional life insurance on themselves, spouse or children. Coverage is equal to one full year of the employee's salary.

Cost: Employee paid benefit through payroll deduction election.

Long Term Disability:

Available for:

Full-time, benefit eligible employees

Benefit details:

Provides protection against the loss of your income in the event that you become disabled and unable to work. Benefits may begin after you have been continuously off of work for 4 months. Benefits are equal to 60% of salary.

Cost: Fully paid by Guidestone!

Sick Leave:

Available for:

All Benefit Eligible Employees.; part-time, benefit eligible Family Life Center employees exempt.

Highlights:

Sick leave is accrued at the rate of one day/month with a cap at 1,440 hours. A "day" will vary based on staff's regularly scheduled work week.

Cost: Fully paid by Guidestone.

Paid Holidays:

Available for:

All Benefit Eligible Employees; part-time, benefit eligible hours are prorated.

- Regular, part-time Family Life Program staff receive only holidays off when the centers are closed

Benefit details:

Guidestone recognizes 8.5 paid holidays per calendar year. Holidays include: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; as well as ½ day to be used between the week before Christmas and the week after New Year's

Cost: Fully paid by Guidestone.

Personal Day:

Available for:

Full-time, benefit eligible employees. Regular part-time staff are prorated and part-time benefit eligible Family Life Center are exempt.

Benefit details:

One personal day per calendar is accrued after 6 months of service. This benefit cannot be carried into a new calendar year.

Cost: Fully paid by Guidestone.

Discounted Child Care:

Available for:

All Benefit Eligible Employees

Benefit details:

Discounted child care is available through Family Life Child Care Centers, A Guidestone Organization. Registration and procedure follow through required to be completed as soon as possible due to long waiting lists. For more information contact the Enrollment Specialist at 440-260-6001.

Cost: Varies per center and age. Optional payroll deduction is available for full-time employees

401(k) Plan:

Offered through: Ascensus, www.ascensus.com.

Available for:

All Benefit Eligible Employees. **part-time, benefit eligible daycare employees exempt.*

Benefit details:

All Employees with 1000 hrs/year are eligible to participate after 1 year of service. Plan includes employer match. Match amount is based on years of service. There is also a potential employer discretionary contribution at the end of the year. Pre-tax investment through automatic withdrawal from employee's check. Employees are gradually vested over 6 years with at least 1000 hours per year.

Cost: Employee paid pre-tax investment. Match fully paid by Guidestone.

Healthcare Incentive:

Available for:

All full-time employees

Benefit details:

A monthly medical incentive is available to eligible employees waiving medical coverage through Guidestone due to coverage elsewhere. Incentive is available at three levels depending on who is waived.

Cost: Fully paid by Guidestone.

Dental Benefits:

Offered through: Guardian (PPO) or (HMO), www.guardianlife.com.

Available for:

All full-time employees

Benefit details:

Plan is offered through Section 125 plan as a monthly, pre-tax payroll deduction.

Cost: PPO:

EE only -	\$31.42
EE/Spouse -	\$69.27
EE/Child(ren) -	\$63.22
EE/Family -	\$101.04

HMO:

EE Only -	\$25.77
EE/Spouse -	\$56.80
EE/Child(ren) -	\$51.83
EE/Family -	\$82.85

Vision Benefits:

Offered through: Humana/CompBenefits, www.mycompbenefits.com

Available for:

All full-time employees

Benefit details:

Plan is offered through Section 125 plan as a monthly, pre-tax payroll deduction.

Cost: EE only -	\$7.18
EE +one -	\$14.36
EE/Family -	\$19.20

Flexible Spending Account(s):

Offered through: Vantage Financial, www.vanfin.com

Available for:

All full-time employees

Benefit details:

Medical/dependent care flexible spending accounts are pre-tax deductions set aside for medical, dental, dependent care and/or vision care. Voluntary payroll deductions are set for each calendar/plan year, and must be renewed/enrolled every year. Reimbursement is provided through independent third party. For ease of use a debit "Benny Card" is provided. Administrative costs paid by agency. Payroll deductions for employee are voluntary.

Cost: Administrative costs paid by Guidestone. Payroll deductions for employee are voluntary.

Memberships:

Best Benefits Club

Discounted movie tickets, amusement park tickets, and various vendor discounts to attractions, retailers and more. Visit www.bbcmember.com to learn more. Membership paid by Guidestone.

Lifeworks of Southwest General

Discounted memberships available for Lifeworks of Southwest General Health Center. Visit www.lifeworksfitness.net to learn more.

Credit Unions:

Membership is available as an agency employee to Berea School Employees Credit Union: www.bsecu.org and/or Summit Federal Credit Union, www.summitfcu.org.

Vacation Pool:

Available for:

To donate: full-time employees after one year of full-time employment

To receive: full-time employees who have completed 1250 hours/one year of service.

Benefit details:

Provides FMLA-eligible staff in crisis the ability to utilize paid leave concurrent w/FMLA, should they not have enough benefit/leave time to cover their FMLA request.