

LJCC EMPLOYEE BENEFITS

The Levite Jewish Community Center offers various benefits to our employees. Our benefits are to support our staff and their families for the well-being of their mind-body and soul.

Please contact HR@bhamjcc.org with any questions, clarification or assistance relating to our benefits.

Health Insurance

The Levite Jewish Community Center offers health insurance to full-time employees who work 30+ hours a week. Full-time employees will have the opportunity to participate in dental, vision and the flexible spending plan on a pre-tax basis.

Flexible Spending Account – FSA

A Flexible Spending Account is an employer-sponsored benefit that allows you to pay for eligible medical expenses on a pre-tax basis effective January 1 of each year. If you expect to incur medical expenses that will not be reimbursed by an insurance company or another plan, FSA's are a great way to save money while covering those costs. Once you have made your election for the calendar year you may not change your election except for "qualifying events."

Retirement

The Levite Jewish Community Center offers a 401K retirement plan through Mutual of America. Eligibility requirement for the plan is One year of employment, with 1,000 hours of service, and age 21 or older. Anyone age 50 or over is eligible for an additional catch-up contribution. This plan allows for rollovers from other plans. Employee contribution only.

Tax Deferred Annuity Plan - TDA

Any employee 21 years of age or older may participate in the 403(b) TDA plan right way. You agree to have a dollar amount withheld from your paycheck and deposited into your TDA account. This is a great way to start saving for your retirement. This plan allows for rollovers from other plans. Employee contribution only.

Group Life Insurance

Term Life insurance is made available to each qualified full-time employee after the completion of 90 days employment. Employee Contribution only.

Long Term Disability – LTD

Long-Term Disability insurance is provided to all qualified full time Managerial employees at no cost to the employee.

Pay Periods

The Levite Jewish Community Center pays on a bi-weekly schedule.

Vacation:

The Levite Jewish Community Center wants our employees to take time to make memories and have fun. Full-time employees accrue vacation leave right away. Newly hired employees are pro-rated from start date. Employees earn vacation hours at the following rate:

Support Staff:

First Year: 1.54 hours of vacation per pay period up to a maximum of 40 hours
Two Years: 3.08 hours of vacation per pay period up to a maximum of 80 hours
Ten Full Years: 4.62 hours of vacation per pay period up to a maximum of 120 hours

Professional Staff:

First Year: 3.08 hours of vacation per pay period up to a maximum of 80 hours
Two Years: 3.08 hours of vacation per pay period up to a maximum of 80 hours
Ten Full Years: 4.62 hours of vacation per pay period up to a maximum of 120 hours

Department Heads/Management:

First Year: 3.08 hours of vacation per pay period up to a maximum of 80 hours
Two Years: 4.62 hours of vacation per pay period up to a maximum of 120 hours
Ten Full Years: 4.62 hours of vacation per pay period up to a maximum of 120 hours

Executives:

Time of Hire: 6.15 hours of vacation per pay period up to a maximum of 160 hours

Paid Time Off:

There are times when you need to take a personal day for illness or doctor's appointments or when someone in your household is sick. The Levite Jewish community Center offers Paid Time Off at the following rate:

Full-time employees are eligible to take up to five days of paid time off during the year. Employees may accrue up to 5 days of PTO. Newly Hired employees are pro-rated from start date.

PTO: 1.54 hours of PTO per pay period up to a maximum of 80 hours

Holidays:

Because of its unique mission, the LJCC is open on all days, except the Jewish holidays listed below, on its regular schedule. Full-Time employees are entitled to the paid holidays that the LJCC observes.

When they fall on regularly scheduled workdays, the LJCC observes the following paid holiday:

Up to two days for Rosh Hashanah

One day for Yom Kippur

Up to two days for Sukkot

Up to two days for Passover

One day for Shavuot

LJCC Membership:

LJCC Family membership is provided to all full-time employees at no cost to the employee. After a 90-day waiting period, all part-time employees working at least two hours (or teaching two fitness classes/week) and independent contractors working at least 2 hours per week are entitled to a free family membership.

Discount of Program Fees:

The LJCC requires a one-year waiting period for all full-time staff members before any discounts for program fees would be available, excluding membership. The current rules will apply regarding which classification of staff is entitled to what prerequisite. After one year, 15% discount on all program fees would be available, after 2 years = 25%, and after 3 years = 50%. This benefit is capped at 20% of an employee's gross salary, excluding membership.

LJCC Disclaimer:

The information presented in this document is a summary format and is for information purposes only. The official benefit descriptions and guidelines are contained in the Levite Jewish Community Center's Personnel Policies and Procedures. For additional informational on employee benefits, please contact Human Resources at HR@bhamjcc.org. All employee benefits are subject to change at the discretion of the Levite Jewish Community Center.