



## SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) PROGRAM

### Enrollee Fringe Benefits

#### Employer's Portion of FICA (Social Security)

#### Workers Compensation

Enrollees are provided coverage in the event an accident occurs while performing assignments.

#### Unemployment Insurance

SSAI pays into the Unemployment Insurance Fund of every state where enrollees are assigned. Eligibility for collecting benefits may vary by state.

#### Leave Time

Full-time enrollees working 40 hours per week will earn 120 hours (three weeks) of annual leave and 80 hours (two weeks) of sick leave per year. For persons working fewer than forty hours per week, leave time will be pro-rated.

*For example, if you work 64 hours per pay period, your pro-rated time will be 6.4 hours per day.*

#### Holidays

Enrollees are entitled to the following ten (10) paid Federal holidays:

New Year's Day, Memorial Day, Veterans Day, Martin Luther King's Birthday, Independence Day, Thanksgiving Day, President's Day, Labor Day, Columbus Day and Christmas Day

#### Personal Day

In addition to ten paid holidays, each enrollee is granted one personal day per calendar year.

#### Bereavement Leave

Three days of leave are allowed for each enrollee to attend the funeral of an immediate family member. Part-time enrollees will be paid based on their pro-rated hours.

#### Medical Monitoring Program

Based on the duties and responsibilities outlined in an enrollee's position description, certain assignments may require participation in the SSAI Medical Monitoring Program. Participation involves obtaining a medical examination upon enrollment and on an annual basis thereafter. An exit examination is also provided upon termination from the SEE Program. Examinations are paid by SSAI.

#### Health Insurance

Enrollees working 30 hours or more per week are covered by a comprehensive health insurance plan. Premiums are paid by SSAI.

### **Dental Insurance**

All enrollees are eligible to participate in this enrollee paid benefit even if not currently enrolled in the Health Insurance Plan. This benefit is available at a modest cost through payroll deduction.

### **Jury Duty**

If summoned for jury duty, enrollees are paid while serving but must provide appropriate documentation to SSAI.

### **Administrative Leave**

SSAI will grant administrative leave to SEE Program enrollees in situations where;

The EPA facility is closed

The EPA facility within a particular unit is closed

EPA employees of that facility/unit are sent home

### **Unpaid Family Medical Leave**

In compliance with the Family and Medical Leave Act of 1993, SSAI provides enrollees with up to 12 weeks of unpaid family medical leave in any calendar year.

Eligibility, terms and conditions of each of the above benefits are described in detail in the SSAI-SEE Program Enrollee Handbook provided to each participant.