



MENTAL
HEALTH
KOKUA

Opportunities to Begin Again

MHK EMPLOYEE BENEFITS

The following are brief descriptions of the employee benefits. Employee benefits are subject to modification, change and or discontinuation.

Social Security & Medicare

Mental Health Kokua covers Social Security, Medicare, and all other employer payroll related taxes that are required by law.

Temporary Disability Insurance (TDI)

Mental Health Kokua provides for the payment of TDI benefits to employees as required under the Hawaii Temporary Disability Insurance Law through Hartford Insurance. TDI benefits are available to eligible employees who have become disabled as result of non-work related illness or injury, including pregnancy, childbirth or related medical conditions.

Workers' Compensation Disability Insurance

Mental Health Kokua has provisions for employees' protection according to the Hawaii's Workers' Compensations Law for medical services and compensations payments.

State Unemployment Insurance

All employees are covered for Unemployment Compensation.

Social Services Professional Liability Insurance:

The Agency provides limited errors and omissions coverage for employees and volunteers for damages awarded through civil suit for "professional incidents".

Health Care

Mental Health Kokua offers medical, dental, and vision insurance coverage for all Regular Employees working 20 hours/week or more for 4 consecutive weeks. Kaiser Permanente & HMSA have several plans from which to choose.



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Retirement Plan

Mental Health Kokua offers a Tax Deferred Annuity Plan, 403(b), through Lincoln International Co. from date of hire, wherein employees can elect to defer income.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) employees and their dependents may elect to continue coverage under the Company's group health care plan if either the employees, spouse, or dependent children would otherwise lose coverage for certain specific reasons and do not have any other group health care plan.

Leave

Personal Leave (PL)

Mental Health Kokua offers a combined Personal Leave (PL) system, whereby, with approval from the employee's supervisor, PL can be used for vacation, illness, care of a sick family member, or other personal reasons.

New regular staff members are eligible for PL benefits after they have completed their Orientation Period & new hire requirements.

Following completion of the Orientation Period & new hire requirements, new full time employees working 40 hours per week are eligible to accumulate 20 days leave per year. After 3 years of continuous employment, full time employees are eligible to accumulate 23 days per year and after 5 years, 26 days per year.

Leave Without Pay (LWOP)

LWOP is an option for emergency or extenuating circumstances for use only in the absence of personal leave.

Jury Duty/Witness Duty

Time off for jury duty or court appearances, require as a result of a valid subpoena or court order, is excused, and paid at full salary, minus the amount received for jury duty, or the employee may reimburse Mental Health Kokua from payment received for jury duty.

Short-Term Military Active Duty

Unpaid leaves of absence are granted according to the requirements of state and federal law to all regular employees who enlist, are drafted, or are recalled to active military service, or who perform annual military training duty with a reserve or National Guard unit, or who must attend military examinations.

Leave of Absence for Maternity Disability (See FMLA)

If an employee is on an unpaid leave of absence for maternity disability, the Agency shall provide leave for the period deemed reasonable by the woman's physician. Upon return from disability maternity leave, the employee shall be either reinstated to her original job or be placed in a job of comparable status and pay. PL may be applied to maternity leave.

Bereavement Leave

Workload and/or staffing levels permitting, the CEO may grant a paid leave of absence for bereavement services involving the following: spouses, children, parents, siblings, domestic partners, and grandparents. Bereavement leave time is limited to a maximum of four (4) days per year, or full-time (40 hr) employees on a pro-rata basis for others.

Administrative Leave

Employees may request, administrative leave with pay when on official Agency related business. Administrative leave with pay must be approved by the CEO. Such business may include conference attendance, and job related classes.

Holiday Observance

The Agency observes the following holidays:

New Year's Day	Independence Day
Martin Luther King Day	Admission Day
President's Day	Labor Day
Prince Kuhio Day	General Election Day
Good Friday or Easter Sunday	Veteran's Day
Memorial Day	Thanksgiving Day
King Kamehameha Day	Christmas Day
Day after Thanksgiving (added) 2008	

Family and Medical Leave Act (FMLA)

The Agency shall provide up to 12 weeks of unpaid, job protected leave per year.

Employee Development

Mental Health Kokua endeavors to keep its employees abreast of the most current counseling, rehabilitation, and support techniques, clerical, computer and accounting standards. A goal of 12 hours per year for staff development will be observed for full-time staff. Toward that end, in-house seminars will be provided for all direct service employees.