

Benefit	Eligibility	Details
<p>Kaiser & HMSA Health Plans Includes Drug, Lab, Vision, Dental, Mental Health, Acupuncture, Massage Therapy, & Chiropractic</p>	<p>Employees are eligible to enroll after working four (4) consecutive weeks at 20 hours or greater per week. Coverage commences on the first day of the following month.</p>	<p>Imua pays 100% of the employee premium for the Kaiser or HMSA Health Plan they select. The employee is responsible for any cost incurred to cover family members or domestic partners one month in advance of the effective date.</p>
<p>Paid Time Off</p>	<p>Employees may use accrued Paid Time Off upon completion of 30 days of consecutive employment</p>	<p>Accrued as follows for FTE per year: 0 through 2 yrs (24 months) - 24 days of PTO (4 weeks+) 3 through 4 yrs (48 months) - 30 days of PTO (5 weeks+) 4 Years and above - 36 days of PTO (over 6 weeks)</p>
<p>Holidays</p>	<p>Full time employees are eligible for 14 holidays as well as their Birthday!!! Employees who work 20-39 hours per week holidays will be prorated</p>	<p>Holidays Include: New Year's Day, Martin Luther King Day, President's Day, Prince Kuhio Day, Good Friday, Memorial Day, King Kamehameha Day, Independence Day, Admissions Day, Labor Day, Veteran's Day, Thanksgiving Day, and Day after, Christmas Day, Birthday</p>
<p>Mileage</p>	<p>Employees who use their personal vehicle for conducting business on behalf of Imua</p>	<p>Approved business related miles will be reimbursed at 44.5¢ per mile</p>
<p>Cell Phone Reimbursement</p>	<p>Staff who utilize their personal cell phone to conduct business on behalf of Imua</p>	<p>\$40 per month is paid for full time employees (prorated for part time) Employees must maintain a local phone number to be eligible for reimbursement.</p>
<p>Continuing Education Allowance</p>	<p>Full-time employees of Imua Family Services</p>	<p>A \$750 continuing education allowance is allocated each fiscal year per full-time employee.</p>
<p>401(k) Plan</p>	<p>Employees age 21 or older are eligible to participate in the 401(k) plan once they have completed one year of service and a minimum of 1,000 hours.</p>	<p>Imua will match 100% of the first 3% an employee contributes to the Plan and 50% of the next 2% of compensation an employee contributes to the plan.</p>
<p>Credit Union and YMCA Membership</p>	<p>Employees of Imua Family Services are eligible to join:</p>	<p>Maui County Employees Federal Credit Union Wailuku Federal Credit Union and discount membership to YMCA</p>

These benefits are outlined for a full-time regular employee. See the Personnel Manual for changes by specific classification.