

Benefits Summary

Health Insurance

Clearbrook offers employee coverage for all full-time employees upon the payment of a modest contribution based upon salary level; family coverage is available at the current premium rate in effect for such coverage. Employees are eligible for health insurance on the first day of the month following a 90 day waiting period. We offer three plans through Blue Cross Blue Shield: Blue Advantage HMO, HMO Illinois and a PPO plan. All plans include prescription drug coverage. Informational materials containing specific information on the plans is available from the Human Resources Department.

Employee Contributions (per paycheck rate listed)

BLUE ADVANTAGE HMO

Annual Income	<u>\$26,000 and below</u>	<u>\$26,001-\$40,000</u>	<u>\$40,001 and above</u>
Individual	\$9.04	\$27.13	\$34.61
Ind. + 1 dependent	\$218.47	\$218.47	\$218.47
Ind. +2 or more dep.	\$458.80	\$458.80	\$458.80

HMO ILLINOIS

Annual Income	<u>\$26,000 and below</u>	<u>\$26,001-\$40,000</u>	<u>\$40,001 and above</u>
Individual	\$31.90	\$49.99	\$57.47
Ind. + 1 dependent	\$264.20	\$264.20	\$264.20
Ind. +2 or more dep.	\$527.39	\$527.39	\$527.39

PPO

Annual Income	<u>\$26,000 and below</u>	<u>\$26,001-\$40,000</u>	<u>\$40,001 and above</u>
Individual	\$60.79	\$78.87	\$84.12
Ind. + 1 dependent	\$320.08	\$320.08	\$320.08
Ind. +2 or more dep.	\$671.96	\$671.96	\$671.96

Dental Insurance

Clearbrook offers dental insurance through First Commonwealth/Guardian for all full and part time employees. Employees are eligible for dental insurance coverage on the first day of the month following a 90 day waiting period. Employees can choose an HMO plan or a PPO plan.

Employee Contributions (per paycheck rate listed)

<u>HMO</u>		<u>PPO</u>	
Single	\$ 9.66	Single	\$ 14.86
Single +1	\$ 18.54	Single +1	\$ 29.26
Family	\$ 24.74	Family	\$ 44.97

Both dental plans include coverage for diagnostic and preventative care as well as major dental services. Informational materials containing specific information on these plans is available from the Human Resources Department.

Life Insurance

Clearbrook provides all full-time employees a life insurance policy. This policy provides coverage equal to 1.5 times the amount of your annual base salary. This benefit is paid for by Clearbrook and begins on the first day of the month following a 90 day waiting period.

Long-Term Disability

For full-time employees, Clearbrook provides a long term disability plan which will cover 60% of your salary in the event that you become disabled on a long-term basis. This benefit is paid for by Clearbrook and begins on the first day of the month following a 90 day waiting period.

Tuition Reimbursement

Clearbrook offers tuition reimbursement to its full time employees. Eligibility includes one year of service, a pre-approved course in a related field and a "C" or better in the course.

Employee Assistance Program (EAP)

This program offers confidential and professional help for employees and members of their families who need assistance and personal consultation. This program is available to all Clearbrook employees (full and part time). The program offers numerous services and includes toll-free telephone assistance 24 hours a day, 7 days a week. This benefit is offered at no cost to the employee. Additional information is available from the Human Resources Department.

Credit Union

All employees have the option of enrolling in a credit union. We currently offer two choices: Meadows Credit Union and Corporate America Family Credit Union. Services available include checking accounts, savings accounts, ATM cards, loans, free financial planning consultation and a variety of other options. Additional information including enrollment packets is available from the Human Resources Department.

Tax-Deferred Annuity (Retirement) Plan

Clearbrook offers a tax-deferred annuity plan option for all full and part time employees. Clearbrook will contribute 3% of the employee's annual base salary after two years of FULL TIME service. To enroll in the plan, employees meet on an individual basis with our VALIC representative. Memos are posted on the Intra-News with information on the quarterly visit.

Staff Development

Clearbrook is committed to providing opportunities for our employees' continued personal and professional development. We aggressively promote from within, recognize excellence through our "Above and Beyond" employee recognition program, encourage attendance at off-site seminars and offer a wide variety of training classes including topics such as wellness, a film discussion group, a leadership book/discussion group and many others. Program staff that complete forty (40) hours of training by their training date, including the mandatory training for their department receive a 1% salary increase on their annual training date. This is in addition to any other merit increase that may be given. Some restrictions apply. Details regarding your specific training requirements can be found on the Intra-News.

Employee Referral Bonus Program

We encourage our employees to refer others who they feel would make good employees of Clearbrook. In an effort to reward their recruitment efforts, staff may receive a bonus up to \$500. Please see the HR Dept. for details of this plan and restrictions that apply.

Time-Off Benefit

Clearbrook provides paid time off for all full time employees who meet the eligibility requirements. Time off is earned on a semi-monthly basis and can be taken during the year after completion of the first 90 days of employment. Full-time employees earn sick, personal and vacation time. The amount of paid vacation time you receive at Clearbrook depends on your position and / or length of your service. The yearly accruals are as follows:

Sick time	12 days per year
Personal time	3 days per year
Vacation time	Ranges from 2 to 4 weeks depending on position

Specific information regarding the accrual of time-off benefits is available from the Human Resources Department.

Holidays

Full-time employees receive 13 paid holidays per year. A detailed listing of these holidays is available from the HR Department.

Additional Benefits Include:

Several additional benefits are available to Clearbrook employees and you can receive additional information about all of these options from the Human Resources Department:

Optional Short Term Disability Plan

Direct Deposit

Education Service Agreement with Harper College allows in-district tuition to all full time Clearbrook employees regardless of home address.

Periodic savings and discount opportunities at various locations

Annual activities include a Recognition Dinner, Holiday Dinner and Volunteer opportunities

Dev. 10/08
Rev. 06/09
Rev. 09/09
Rev. 04/10