

BENEFITS QUICK GUIDE

Thank you for your interest in working at Progress. At Progress, our greatest asset is the employees that make our work possible. We pride ourselves on being a great place to work with many benefits and perks.

Full Time Employees

Paid Time Off

Full time employees receive paid time off on an accumulating basis according to the following schedule:

Less than or equal to 1 year:	104 hours per year (4.333 hours per pay period)
2 - 3 years:	160 hours per year (6.666 hours per pay period)
4 - 9 years:	200 hours per year (8.333 hours per pay period)
10 years and above:	240 hours per year (10 hours per pay period)

Paid Holidays

Full time employees also receive holiday pay for each of the nine recognized paid holidays. The following holidays are observed by Progress:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- The day following Thanksgiving
- Christmas Eve
- Christmas Day

Health Insurance

Progress provides health insurance and other supplemental insurance coverage to its permanent full time staff. Currently Progress pays \$300 per month towards full time employee's monthly insurance cost. Employees pay the remaining cost of their selected insurance coverage through semi-monthly payroll deductions. Please see additional details on the next page.

Full Time Employees

Health Insurance (continued)

- Health Related - A major medical plan is offered to all full-time employees. Health related benefits also include optional dental, vision, disability and supplemental insurance benefits. Permanent full-time employees are eligible for health-related benefits on the first day of the month following successful completion of their 90 day waiting period.
- Company paid life insurance - Progress pays the premium for a \$10,000 group life policy for all full time employees. These employees may choose to add a spouse and increase coverage at their own expense.
- Retirement Benefits - Employees may participate in the agency's 401k retirement program. Eligible employees can participate from the date of hire if enrolled; employer matching funds are added after successful completion of the 90 day probationary period.
- Employee Assistance Program - EAP is available to Progress employees through the State of TN at <https://www.here4tn.com>. Benefits includes no cost short term counseling, financial and legal support, and community resources.

Part Time Employees

Part-time employees are not eligible for all of the benefits listed here, but are offered other incentives. Please review the official employee handbook for details. Many part time staff often later transition into full time positions and become eligible for full time benefits.

Other Benefits

Progress provides recognition and appreciation activities throughout the year. All employees receive a gift card during their annual anniversary month (which increases with longevity) as well as an annual holiday gift card. Each month an Employee of the Month is recognized. A staff appreciation committee organizes events and appreciation activities throughout the year. Progress also celebrates the national DSP Recognition Week, which takes place in September each year.