

Name

Date

Employee Benefits

In addition to your hourly wage or salary, you may be offered employee benefits that can be very important to you. There are no government regulations dealing with benefits, so the benefits you are offered will depend on the employer. You need to know the benefits offered before you accept a job. Benefits are important, and you need to consider them carefully.

Typical Benefits

- Health Insurance (all or partial)
- Eye Care Insurance
- Disability Insurance
- Retirement Benefits
- Paid Holidays
- Personal Days
- Child Care
- Uniform and Uniform Cleaning
- Dental Insurance
- Life Insurance
- Accident Insurance
- Prescription Card
- Paid Vacations
- Sick Leave
- Discounts
- Tuition Refund or Reimbursement

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More Information on Benefits

Health, Dental, and Eye Care Insurance

With the cost of medical, dental, and eye care services increasing dramatically, insurance benefits are becoming even more important. Each employer will offer different insurance plans. While employers may pay for a portion of the premium and cost of the insurance plan, you will still pay a percentage of the total cost. The premium that you pay will typically be deducted from each paycheck.

When you go to the doctor, you will usually need to pay a copay or a deductible before the insurance company will pay any of the insurance claim. After you have paid the copay or deductible, the insurance company will pay its portion of the cost of the medical service provided. If the insurance company will not pay any part of the bill, you will be responsible for paying the entire bill.

When you start a new job, you will be given a copy of the insurance policy and an insurance card. You should keep the insurance policy with your important papers. If you go to the doctor, you will need to take along your insurance card. You also should keep a copy of any claims that are filed.

Retirement Contributions

Some employers provide a way for you to save and invest money for your retirement. These investments will supplement Social Security benefits and are paid out when you retire. The employer often will contribute to this fund to encourage you to save for your future. The most popular plan is the 401(K) plan. The 401(K) plan allows you to save without having to pay taxes on the amount deducted from your paycheck, as long as the money is not withdrawn before you reach a certain retirement age.

Time Off From Work

Paid vacations, holidays, and sick leave are days you are off from work, but you still get paid for these days. Each company has a different policy regarding paid vacations, holidays, and sick leave. You need to read an employee handbook or ask someone on your first day of work how time off is handled.