

# Lakes & Prairies Community Action Partnership, Inc. Welcomes You



## **The Promise of Community Action**

Community Action changes people's lives,  
embodies the spirit of hope,  
improves communities and makes America a  
better place to live.

We care about the entire community  
and we are dedicated to helping people help  
themselves and each other.

## **Our Mission Statement**

We eliminate poverty by empowering families and engaging communities

FINAL created 8/09/2018

**Next**

# Our Core Values

- **Raise the Bar:** We always strive for excellence and never settle for the status quo – *Be your best self, Hold yourself and your team accountable, Always best practice*
- **Be Brave:** We challenge ourselves to go further than before, endure obstacles and try new things – *Think outside the box, Take risks, Say the hard things . . . Be part of the solution*
- **Do the Right Thing:** We have the strength of character to do the right thing even when it's not easy – *Lead by example, Be mission-driven, Be professional and ethical . . . Even when no one is looking*
- **Care for Each Other:** We respect, trust and care for ourselves, our customers and our teammates – *Be kind, Assume the best, Take time to build relationships, Celebrate success*
- **Help People:** We help people help themselves and each other, focusing on those who need us the most – *Show compassion, Embrace diversity, Go the extra mile*
  - **All jobs have merit, but your job has meaning!**

# Social, Physical, And Emotional Wellness



**Dedicated to providing education, inspiration and support to promote an overall healthy lifestyle for all agency staff members**

## **Mission Statement:**

- ▶ To promote healthy lifestyles and wellness at Lakes & Prairies CAP, Inc.

## **Vision Statement:**

- ▶ Our wellness program will continually try to improve the well-being of Lakes & Prairies CAP staff through efforts of the Health and Wellness Committee

## **Guiding Principle:**

- ▶ Our wellness program will continually try to make the healthy choice the easy choice

# HEALTH CLUB REIMBURSEMENT PROGRAM

**Get Fit. Get Rewarded!**

**How to Get the Reimbursement** – Find a participating health club near you and learn more about Fit Choices at <https://www.medica.com/wellness/health-club-reimbursement-fit-choices>

- Visit the health club and present your Medica ID card
- Work out at your club. The club tracks your visits and notifies Medica
- Meet your monthly visit requirement and receive up to a \$20 credit toward your monthly health club dues\*
- To learn about your monthly visit requirements and credit, call Customer Service. The number is on the back of your card

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**How it Works** – Once you have signed up, be sure to show your gym or fitness center ID card each time you check in. When you've worked out the required number of days per month (8-12 depending on your plan), you'll receive up to a \$20 credit toward your fees. You'll see your credit 30 to 60 days after you've met the required number of days in a month. You'll continue to get the discount every month you're eligible and meet the requirement.

**What more motivation do you need to hit the gym?**

# Start your VERIZON Discount Validation

The quickest and easiest way to register for a discount or renew an exiting discount is by providing Verizon with your work email address. Once you submit your email address, Verizon will send you a confirmation email at that address. You'll then have 72 hours to follow the confirmation link within the email to complete the process. The discount you will receive is based upon your wireless cell phone plan. Click on the link below to get started!

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<https://www.verizonwireless-employmentvalidation.com/contactus/>

Next

# Employee Assistance Program (EAP)

- ▶ Your Employee Assistance Program (EAP) is a problem solving resource that is available to you or members of your family. Lakes & Prairies covers the cost of initial assessment, additional problem solving counseling sessions and referral service.
- ▶ Your EAP is as close as your phone and completely confidential.
- ▶ No records go to your employer that identifies you as a user of the service.

Dear Employee of LAKES & PRAIRIES COMMUNITY ACTION PARTNERSHIP, INC.:

**Welcome to the Village Business Institute's EAP**, a benefit provided to you by your employer.

The Employee Assistance Program can help you with financial problems, relationship or family difficulties, depression, drug and alcohol abuse, or conflicts at work. At The Village, we believe asking for help is a sign of strength. It demonstrates a commitment to improve the quality of one's life.

The Village Business Institute's EAP:

- is strictly confidential; unless you ask us to, we won't tell anyone what is discussed in the counseling session
- makes counseling available **free of charge** to you and all members of your household
- offers a wide variety of counseling services and nationwide accessibility; wherever you are, the Village Business Institute's EAP will connect you with counselors who are experts at listening and helping you find solutions to your problems
- is easy to use; call 1-800-627-8220 to schedule an appointment at any location; just identify yourself as a member of LAKES & PRAIRIES CAP, INC.; if you need to change or cancel your appointment, please give us 24 hours notice so we can use that time to serve another client
- Gives you access to a comprehensive "Members Only" website; sign up to receive our monthly newsletter electronically by choosing "Newsletter Sign-up" from the top menu bar on the "Members only" website
- Complete information has been provided to you by Lakes & Prairies CAP (please refer to the **ORIENTATION MATERIAL**, white envelope for further specifics)

Sincerely,

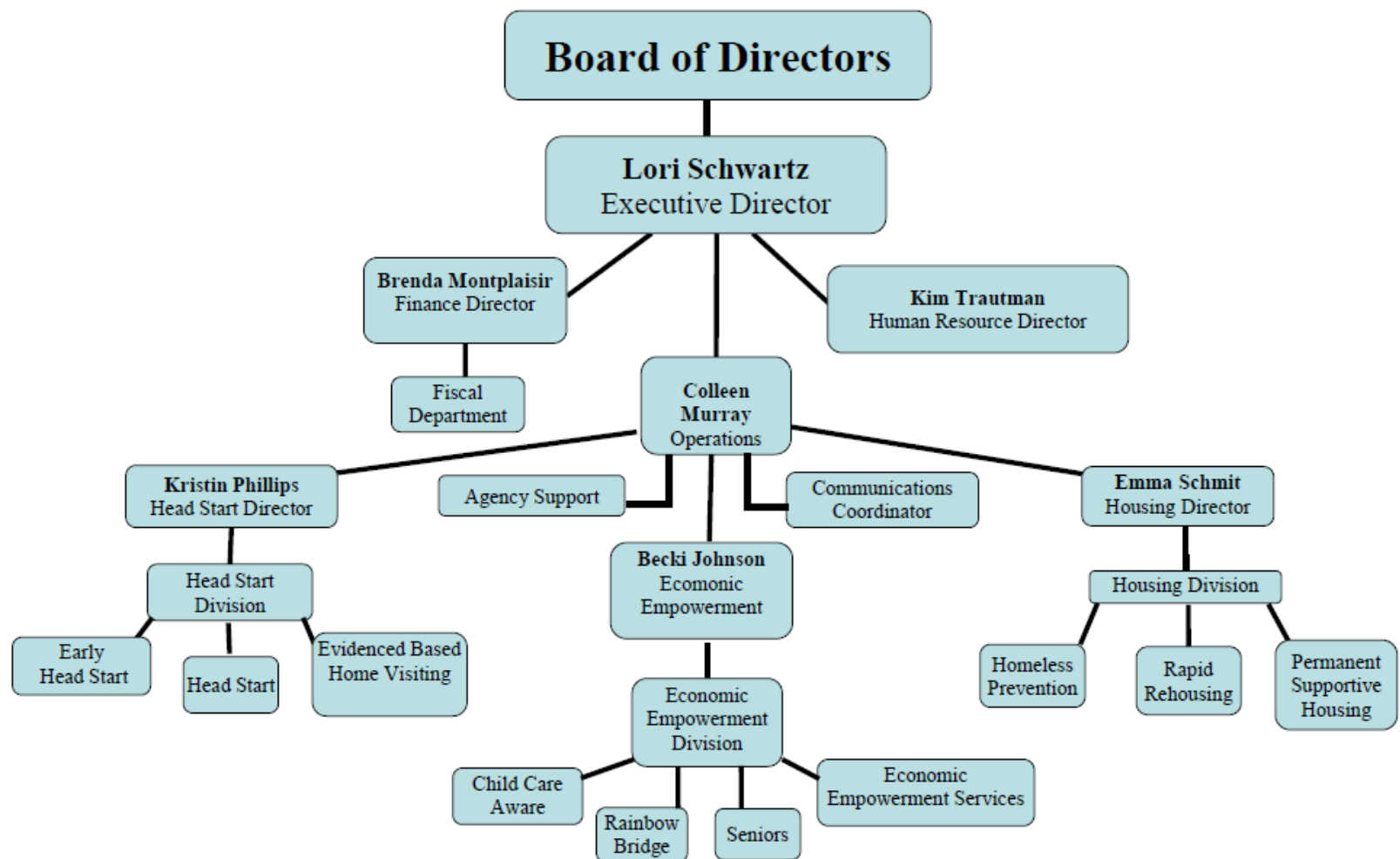
Darrin Tonsfeldt, MS, LP, LPC, NCC, CEAP, SPHR  
Division Director, The Division of Behavioral Health and Financial Services  
The Village Business Institute's EAP

Access at:  
[www.VillageEAP.com](http://www.VillageEAP.com)

User name:  
LPCAP

1201 25<sup>th</sup> St S, PO Box 9859, Fargo, ND 58106-9859  
(701) 451-1900, (800) 627-8220 – Fax (701) 451-5058 [www.TheVBI.com](http://www.TheVBI.com)

## Lakes & Prairies Community Action Partnership Organizational Chart - 2018





# Lakes & Prairies Divisions

## ► **Economic Empowerment Division**

Provides the capacity for participants to contribute to and benefit from growth processes in ways that recognize the value of their contributions, respect their dignity and make it possible to negotiate a fairer distribution of the benefits of growth.

**Child Care Aware** - One-stop source for child care including child care referral, early childhood training, grants, early learning scholarships and child care assistance.

**Clay County Seniors** - Providing information, nutritional support, assistance and referral services to help senior citizens maintain their independence.

**Financial Stability Programs** – Tax Preparation Assistance January thru April, Financial Fitness Classes, FAIM & Homebuyer Education

**MNSure Navigation** – Connecting individuals to affordable healthcare

**Rainbow Bridge** - Safe exchange/supervised parenting time center for children and parents.

**Workforce Development** – Provides support to household entering the workforce

## ► **Head Start Division**

Helping families prepare their children for school and life by improving their child's language, literacy, social competence, nutrition and health.

## ► **Housing Division**

Assists clients in achieving self-sufficiency in housing and finance.

# Summary Of Employee Benefits Effective January 1, 2018

- ▶ Health Insurance – [Medica \\$500 Deductible](#) or [Medica](#) High Deductible – HDHP \$3,500-Single, \$7,000 Family
- ▶ [Dental Insurance](#)
- ▶ [Flexible Benefits](#)
- ▶ [Retirement/Thrift BENEFIT SUMMARY\BenefitSummaryNEW.pdf](#)
- ▶ [Long Term Disability](#)
- ▶ [Life Insurance](#)
- ▶ [Vision Insurance](#)
- ▶ [Short Term Disability, Accident and Cancer Insurance](#)

**All based on Employee's status**

# Health Insurance – Medica

- **\$500 DEDUCTIBLE – Open Network**

	<u>Monthly Premium</u>	<u>Employer Cost</u>	<u>Employee Cost</u>
Single	\$676.72	\$460.00	\$216.72 (\$108.36 ppp)
Single + dependents	\$1,198.61	\$635.00	\$563.61 (\$281.81 ppp)
Family	\$1,755.99	\$635.00	\$1,120.99 (\$560.50 ppp)

- **\$500 DEDUCTIBLE – Essentia Network**

	<u>Monthly Premium</u>	<u>Employer Cost</u>	<u>Employee Cost</u>
Single	\$595.51	\$460.00	\$135.51 (\$67.76 ppp)
Single + dependents	\$1,054.78	\$635.00	\$419.78 (\$209.89 ppp)
Family	\$1,545.27	\$635.00	\$910.27 (\$455.14 ppp)

ppp=per pay period

- **Eligibility; must work at least 30 hours per week**
- **Cash in lieu option available with valid waiver**
- **Family and Medical leave; must work for at least 12 months and 1,250 hours**

# Health Insurance – Medica

- **HIGH DEDUCTIBLE HEALTH PLAN – HDHP - \$3,500-SINGLE, \$7,000 FAMILY– Open Network**

	<u>Monthly Premium</u>	<u>Employer Cost</u>	<u>Employee Cost</u>
Single	\$579.85	\$460.00	\$119.85 (\$59.93 ppp)
Single + dependents	\$1,027.03	\$635.00	\$392.03 (\$196.02 ppp)
Family	\$1,054.61	\$635.00	\$869.61 (\$434.81 ppp)

- **HIGH DEDUCTIBLE HEALTH PLAN – HDHP - \$3,500-SINGLE, \$7,000 FAMILY– Essentia Network**

	<u>Monthly Premium</u>	<u>Employer Cost</u>	<u>Employee Cost</u>
Single	\$510.26	\$460.00	\$50.26 (\$25.13 ppp)
Single + dependents	\$903.79	\$635.00	\$268.79 (\$134.40 ppp)
Family	\$1,324.06	\$635.00	\$689.06 (\$344.53 ppp)

ppp=per pay period

**Eligibility: must work at least 30 hours per week - Cash in lieu option available with valid waiver - Family and Medical leave; must work for at least 12 months and 1,250 hours - Employees are encouraged to open a Health Savings Account**

# Dental Insurance – Delta Dental

## Dental Plan

	<u>Monthly Premium</u>	<u>Employer Contribution</u>	<u>Employee Costs</u>
➤ Single	\$33.46	\$33.46	\$0.00 (\$0.00 ppp)
➤ Employee + Spouse	\$68.40	\$33.46	\$34.94 (\$17.47 ppp)
➤ Employee + Children	\$85.30	\$33.46	\$51.84 (\$25.92 ppp)
➤ Family Employee, Spouse + Children	\$125.60	\$33.46	\$92.14 (\$46.07 ppp)

**Eligibility: must work at least 20 hours per week**

**Cash in lieu option available with valid waiver**

**Family and Medical leave; must work for at least 12 months and 1250 hours**

*(ppp = per pay period)*

# Flex Benefits Plan

Allows employees to use pre-tax dollars to pay for their share of qualified benefits provided by employers. The agency will pay for the monthly service fee no matter the employment status. Under this plan, employees can tax shelter their health/dental premium costs, medical costs not covered by insurance, and dependent care costs.

# Mutual Of America – Thrift Plan 403(b)

- ▶ At time of hire, or any time thereafter, you may request in writing an application form and further information on the Thrift Plan 403(b) Retirement Savings Plan. Eligible employees may contribute immediately.
- ▶ Must be employed by Lakes & Prairies for one year and have completed 1,000 hours to receive matched contribution, of 2% of your personal contribution
- ▶ Additionally, each pay period the agency will contribute 5% of your gross salary to the Thrift Plan. Employees may not contribute to this plan, this is agency contribution funded only.
- ▶ Prior to eligibility date you will receive a letter and a retirement application form. You **MUST** complete the application and return it to HR prior to the eligibility date.
- ▶ *Failure* to return the application form promptly may result in forfeiting the determined eligibility date to a later date, resulting in smaller contributions made on your behalf by the agency

# Generous Earned Time Accrual

- ▶ Full and part-time employees will be entitled to accrue Earned Time
- ▶ Accrued per pay period
- ▶ Lakes & Prairies has 24 pay periods in a year
- ▶ May be used for vacation, sick leave, bereavement, and miscellaneous appointments

<b>Years of Service</b>	<b>Accrual/Pay Period</b>
0-5	8.1250
6-10	9.0000
11-15	9.8333



# Unum Insurance Company

## Long Term Disability Insurance:

- ▶ Active employees who work 30hrs/week are eligible the first month following employment
- ▶ If you have a qualifying disability, you are eligible for the benefit after 180 days of missed work

# Unum Insurance Company

## Life Insurance:

- ▶ Active employees who work 20hrs/week are eligible the first month following employment
- ▶ This \$15,000 life insurance policy is paid by Lakes & Prairies
- ▶ Employees can purchase additional insurance at their expense

# Employee Paid Voluntary Benefits Usable Life

## Short Term Disability Program:

- ▶ Active employees who work at least 20hrs/week can purchase
- ▶ The cost is based on your cap salary figure

## Cancer Insurance:

- ▶ Employees may purchase CancerCare Elite coverage

## Accident Insurance:

- ▶ Employees may purchase Accident Insurance coverage

# Avesis

## Vision Insurance:

- ▶ Employees may choose from two plan options:
  - ▶ Examinations + Equipment
  - ▶ Equipment Only

	<u>Plan A - \$10 (copay) Plan 983 (equipment only)</u>	<u>Plan 982 (exam. + equip.)</u>
Employee Only	\$8.98 Monthly	\$11.73 Monthly
Employee +1	\$15.73 Monthly	\$20.55 Monthly
Employee +2	\$23.32 Monthly	\$31.08 Monthly

*This benefit is 100% employee paid*

# Holidays

## (Lakes & Prairies 503:1)

The following days shall be paid holidays for all personnel according to Chart of Benefits – see personnel manual for full details

- ▶ New Year's Day
- ▶ Martin Luther King Jr. Day
- ▶ Presidents Day
- ▶ Memorial Day
- ▶ Independence Day
- ▶ Labor Day
- ▶ Veterans Day
- ▶ Thanksgiving Day
- ▶ Friday Following Thanksgiving Day
- ▶ Christmas Day
- ▶ "Floating holiday" which may be used at the employee's discretion but must have supervisor approval.

# Public Sector Student Loan Forgiveness Program (PSLF)

- This Agency is pleased to be a qualified organization, under the PSLF program requirements. Congress established this program to encourage individuals to work in public service by forgiving remaining student loan balances, if specific criteria has been met. To participate you must make 120 qualifying monthly payments:
  - On a federal Direct loan
  - While employed in full-time paid work for a qualifying employer (or in multiple part-time positions equal to full-time for qualifying employer(s))
  - Through one of the following repayment plans: a) pay as you earn (PAYE), b) revised pay as you earn (REPAYE), c) income-based repayment (IBR), d) income-contingent repayment (ICR), or e) 10-year standard repayment plan
  - Apply for forgiveness after meeting the above requirements

For additional information and PSLF Certification forms, please contact Human Resources directly. We strongly encourage our staff to explore the possibility of qualification for this federal loan forgiveness program.

# Jury Duty

## (Lakes & Prairies 702:1)

- ▶ If an “Eligible” staff member is called for jury duty, he/she will be excused on a paid jury leave.
- ▶ Agency will pay employee for the straight-time hours for up to 30 days that the called employee would have worked normally.
- ▶ If an employee received compensation for Jury Duty, the employee will be required to sign over the Jury Duty reimbursement to the Agency.
- ▶ Absence will not be charged against any other leave, provision, or earned time.

# Checking Out Agency Vehicles

From time to time, there may be a need for staff to travel for training, conferences, or other agency related tasks. We strongly encourage all staff to take advantage of the agency-owned vehicles, when the need for travel arises. There are shared calendars, on Outlook, created so you can easily reserve an agency vehicle and see if one is available or not.

## Calendar Names:

- ▶ Agency – Pacifica Van - 2018 Pacifica Van
- ▶ Silver-Agy– 2013 Silver Impala
- ▶ Agency Van - FCS– 2013 White Dodge Caravan
- ▶ Fusion@Belsly– 2012 Blue Ford Fusion

## Keys:

- ▶ Keys are located on 4<sup>th</sup> floor, behind the reception area. Please ask Julie Erickson for assistance in locating. A second set of keys can be accessed, at the 1<sup>st</sup> Floor reception area. Please ask Josh Williams for assistance in locating.



# Agency Pay Periods (Lakes and Prairies 301:2)

- ▶ Payment of wages will be made by automatic bank deposit, semi-monthly. Pay periods end on the 15<sup>th</sup> and the last day of the month. Paychecks will be processed or direct deposited on the 5<sup>th</sup> and 20<sup>TH</sup> of each month. If these dates fall on a Saturday, checks will be processed and mailed or direct deposited, on the prior working day. If these dates fall on a Sunday, checks will be processed and mailed or direct deposited, on the next scheduled working day. Salary/wage advances are prohibited. **Effective July, 2017.**
- ▶ Time allocation records must be received per the current year pay period schedule. These time records must be correct, legible and complete. If they are not correct, legible or complete, they will be returned to the Program Manager and will not be processed until the following pay period.

# Agency Policies And Procedures

- ▶ Lakes & Prairies CAP, Inc. operates on the fundamental aspects of strong and ethical values. This is inclusive of guiding principles and a high trust and respective culture. Our total rewards/benefits package strengthens our belief, in our staff, and their dedication to the Community Action cause.
- ▶ As an employee of the agency, it is expected that staff will adhere to Agency policies and procedures. Our [Policies and Procedures manual](#) is located on the desktop of your computer. We urge you to read through this and to refer to this document if you should require clarification concerning any policies of employment with this Agency. For employees who may be involved in purchasing/procurement, the Fiscal Policies and Procedures are located on the desktop as well.

# Where To Find Us

- Visit our web site at [www.lakesandprairies.net](http://www.lakesandprairies.net)
- Like us on Facebook [www.facebook.com/LakesAndPrairies](http://www.facebook.com/LakesAndPrairies)
- Check us out on [Linkedin.com](http://Linkedin.com)
- Like what you see? [Please share your comments with Colleen.](#)



# Availability of Frequently Used Agency Forms – (your timecard will be issued to you by your Supervisor)

➤ <\\file01\shared\Agency Forms>

Time Value of Money – Invest in Your Future

➤ <\\file01\shared\Agency Forms\FISCAL\EQUIPMENT>

Equipment Disposal/Transfer Sheet

➤ <\\file01\shared\Agency Forms\FISCAL\PAYROLL>

Authorization to Work Additional Hours or Overtime Hours Form

Floating Holiday Form

Pay Period Deadlines

➤ <\\file01\shared\Agency Forms\TRAVEL>

Checking out Agency Vehicles

Mileage Reimbursement Form

Travel Authorization Form

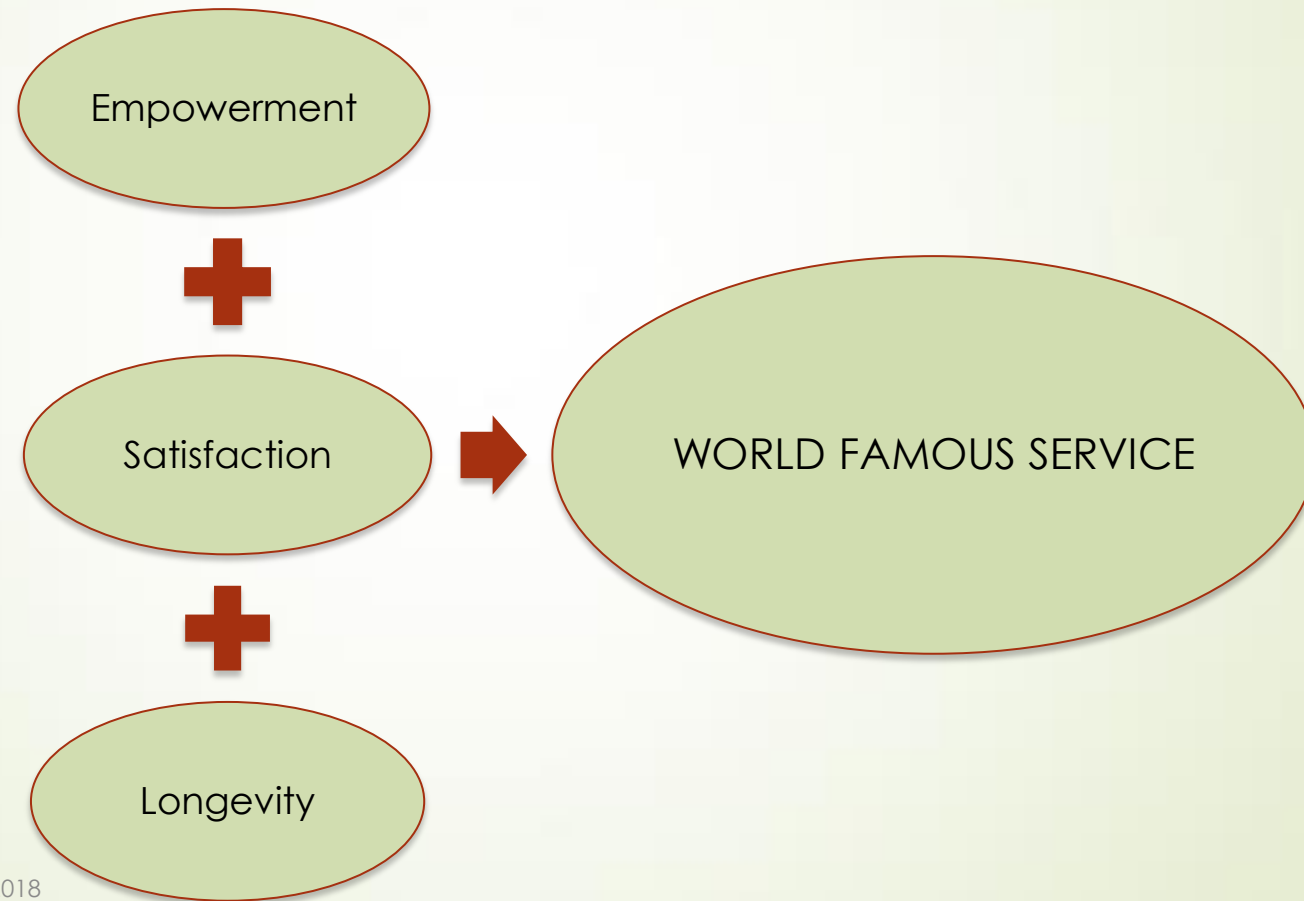
Travel Record Form – Agency Vehicles

# Agency Guiding Principles

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# The Driving Result of a High Trust and Respective Culture



# Total Rewards Benefits

Compensation

Long Term Disability

Life Insurance

Health/Dental/Voluntary Benefits

Earned Time

Retirement

Family Friendly

Flexible