



DATE: April 6, 2022

TO: Current and Future SJRC Texas | Belong Employees

SUBJECT: **FAQs – Benefits, Pay and Training DRAFT**

**SJRC Texas | Belong is a steward of its financial resources. According to the DFPS Quarterly 1 Performance Overview, Belong is financially stable and healthy. Our organization strives to accomplish and exceed the goals of Community-Based Care. Our culture adheres to three overarching goals of being solutions-focused, transparent and trauma-informed. It is through our creative and innovative culture that empowers each of us to build a better tomorrow for children and families.**

*\*Adjustments to the FAQs may be made by SJRC Texas | Belong. The most up-to-date version will be made available at [sjrcbelong.org/stage2](http://sjrcbelong.org/stage2).*

### **What is SJRC Texas's current Payroll Schedule?**

*Employees are paid bi-weekly, every other Friday, by Direct Deposit. SJRC Texas utilizes ADP as their Human Resources Information System and ADP handles payroll for SJRC Texas as well as provides employees 24/7 virtual access to employee's personnel data to include pay stubs, leave balances and annual tax information as well as other critical information.*

### **Does SJRC Texas offer Flextime?**

*Yes, SJRC Texas does offer flextime, a work schedule with time of arrival and departure that differs from the standard operating hours or days. Supervisors approve flextime on a case-by-case basis.*

### **Does SJRC Texas offer a Cell Phone Stipend?**

Yes, SJRC Texas does offer a Cell Phone Stipend based on Job Description.

### **When is Open Enrollment for SJRC Texas?**

*Open Enrollment for employee benefits is managed annually in early November, with an annual renewal date of January 1, through our Insurance Broker, Miller & Miller, who holds multiple virtual information meetings for our employees as well as provides year-round employee benefit support to SJRC employees for claim management. Employees are*

*also provided EASE Benefits Enrolment platform to allow employees to virtually apply for and manage their employee benefit enrollment 24/7.*

### **Does SJRC Texas offer medical benefits?**

*Yes, currently SJRC offers three medical plans through Blue Cross Blue Shield. New employees normally work for 60 days before qualifying for medical benefits. This will be waived for DFPS employees. SJRC Texas currently pays 75% of Employee medical and 25% of Spouse and Family Benefits.*

### **Does SJRC Texas offer dental benefits?**

*Yes, SJRC Texas currently offers two dental programs - one through MetLife and one through Blue Cross Blue Shield. New employees normally work for 60 days before qualifying for medical benefits. This will be waived for DFPS employees. SJRC Texas pays 80% of Employee dental and 20% of Spouse, Family Benefits.*

### **Does SJRC offer a Flex Spending Account (FSA)?**

*SJRC Texas is currently exploring the possibility of offering a Flex Spending Account to all employees of SJRC Texas, Inc.*

*Definition: Flex Spending Account or FSA is a tax-advantaged benefit program established by an employer for their employees. This is a consumer-driven account that allows employees to use pre-tax money for eligible Section 213d healthcare and dependent care expenses.*

### **Does SJRC Texas offer life insurance benefits?**

*Yes, SJRC Texas offers employer paid life insurance benefits of \$25,000 for each employee and offers additional employee paid life insurance benefits through Blue Cross Blue Shield. New employees normally work for 60 days before qualifying for medical benefits. This will be waived for DFPS employees.*

### **Does SJRC Texas offer long-term disability benefits?**

*Yes, SJRC offers employer-paid long-term disability benefits for each employee and offers additional employee paid long term disability benefits through MetLife. New employees normally work for 60 days before qualifying for medical benefits. This will be waived for DFPS employees.*

### **Does SJRC Texas offer Employee Assistance Program (EAP) benefits?**

*Yes, SJRC Texas offers an Employee Assistance Program through LifeWorks. New employees normally work for 60 days before qualifying for medical benefits. This will be waived for DFPS employees.*

### **Does SJRC Texas offer legal benefits?**

*Yes, SJRC Texas offers employees Texas Legal Protection paid legal benefits for each employee through MetLife. New employees normally work for 60 days before qualifying for medical benefits. This will be waived for DFPS employees.*

### **Does SJRC Texas offer other medical benefits?**

*Yes, SJRC Texas offers additional employee paid medical benefits through Aflac. These additional benefits include the following: short-term disability, accident advantage, protection assurance, critical care & protection, and hospital choice. There are also two vision plans that employees may participate in at their own cost. New employees normally work for 60 days before qualifying for medical benefits. This will be waived for DFPS employees.*

### **Does SJRC Texas offer holiday pay benefits?**

*Yes, SJRC Texas observes designated holidays by providing time off with pay for regular full-time. Holiday pay will be available for eligible employees beginning with the first day of regular, full-time employment. SJRC Texas offers eleven (11) paid holidays which consist of nine (9) federal holidays (including Veterans Day), one (1) for the day after Thanksgiving (Family Day), and one (1) for the employee's birthday or anniversary day.*

### **Does SJRC Texas offer vacation pay benefits?**

*Yes, SJRC provides paid vacation time to full-time employees (employees who work 40 hours a week) based on the years of service with SJRC Texas (and DFPS). The years of service are as follows: 0-3 years of service earn 3.04 hours per pay period; 4-6 years of service earn 4.37 hours per pay period; 7+ years of service earn 6.10 hours per pay period.*

### **Does SJRC Texas offer sick pay benefits?**

*Yes, SJRC Texas provides regular, full-time employees (employees who work 40 hours a week) with paid sick days. Employees become eligible for sick days accrual beginning at date of hire.*

### **Does SJRC Texas offer other benefits?**

*Yes, SJRC Texas offers wellness programming to include Fitness Club Memberships, Studio Classes, Diet, Health Club Coaching, Virtual Doctor Appointments with Doctor on Demand, Prescription Delivery and Virtual Behavioral Health with Licensed Therapists and Psychiatrists.*

**Does SJRC Texas offer additional leave benefits?**

*Yes, SJRC Texas provides the following leave benefits to eligible employees: Sick Time Donation Program, Family and Medical Leave (FMLA), Military Leave, Bereavement Leave, Jury Leave, and Time Off for Voting.*

**Does SJRC Texas offer 401(k) benefits?**

*Yes, SJRC recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan through Frost Insurance, Vanguard Plan. Employees are currently eligible to take advantage of 401(k) tax free contributions upon completing one year of service and are fully vested after 5 years of employment. SJRC Texas will allow DFPS to make tax-free contributions to their 401(k) beginning first pay period of their employment. SJRC Texas has the option, based on available funds, to make discretionary distributions to employees 401(k) annually, between 3% to 5%.*

**Does SJRC Texas offer Workers' Compensation?**

*Yes, SJRC Texas provides compensation for medical expenses and wage losses to employees who are injured on the job or who become ill because of employment. SJRC pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.*

**Does SJRC Texas offer reimbursement for work related travel and miscellaneous expenses?**

*Yes, SJRC Texas provides reimbursement for approved travel and approved miscellaneous expenses.*

**Is Training, Management and Leadership critical to SJRC Texas +Belong?**

*SJRC wants happy employees. Workforce development, work/life balance and wellness are critical to happy employees. Additionally, Training, Management and Leadership is woven into the fabric of the SJRC' Culture. SJRC is a values-based organization, a living, breathing culture of shared core values among all employees. A values-based organization is a culture shaped by a clear set of ground rules establishing a foundation and guiding principles for decision-making, actions, and a sense of community. In a values-driven culture, employees find alignment between their personal values and the organization's values, creating a unified and motivated workforce. Training, Management and Leadership set examples for their organizations and live the values they preach.*

*Strongly held value systems rarely change yet remain flexible to handle changes in strategy or outside influences such as competition or the economy. A strongly held values-based culture or purpose will remain more stable over time characterized by productivity and employee commitment.*

**Does SJRC offer CEU' for Training hours?**

*Yes, SJRC Texas offers CEUs to Licensed/Credentialed Employees.*

**Does SJRC qualify for the Public Loan Forgiveness Program?**

*Yes, SJRC Texas qualifies for the Public Loan Forgiveness Program. SJRC is a non -profit organization that has tax exempt status under section 501(c)(3) of the Internal Revenue Code.*

Please contact our HR Department if you have questions regarding these FAQs.

Sincerely,

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