

Team Member Benefits

An Overview

(Effective January 1, 2018)

**** All employees are required to punch in and out for shifts!**

30 hours a week scheduled are required for FT employees. Average hours punched in and average session hours per week will be reviewed monthly to ensure that the minimum requirements are met to retain full time benefits.

- **Health Care Benefits – Aetna**
 - Available for full time employees
 - HMO & PPO plans available
 - Eligible after 90 day probation period
 - Open Enrollment Period 1/1 – 1/30
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- **Dental/Vision - Lifestyle (VSP) (Aetna Doctor Network)**
 - 100% employee paid and available for all part time and full time employees
 - Eligible after 90 day probation period
 - - Open Enrollment Period 1/1- 1/30

- **401K Plan**
 - Eligibility is 1 year after hire date and must have worked 1000+ hours
 - Hours calculated based on hire date then annual by calendar year after that
 - Eligibility will be evaluated for all employees every year
 - Dollar for dollar match on employee contribution up to 3% gross income
 - .50 match on employee contribution for 4% – 5% of gross income
 - No Vesting Period – 100% vested right away

- **PTO - Based on NEW Chicago Sick Leave Ordinance**
 - Eligibility - Any employee working at least 80 hours within a 120 day period
 - For every 40 hours worked, will accrue 1 hour of paid time off
 - 40 hours Max per year - carryover up to ½ accrued time, max 20 hours
 - FT - Therapists & Estys will get paid their session rate for paid time off, and can use PTO for any reason
 - PT - Therapists, Estys and FDAs will get paid the minimum wage of \$11 per hour , and can only use as sick time.
 - FT - Front Desk will get paid their hourly wage for paid time off.
 - PTO starts accruing on day 1 of employment, however cannot use PTO before 180 days (6 months)
 - No PTO or Sick Paid out at end of year or termination. Must have taken a day off to use PTO/Sick

- **Ventra Pre Tax Transit Benefit**

Pre Tax Ventra Deduction from employee payroll and auto loaded to Ventra transit Id
Good for CTA, Pace and Metra

- **AFLAC**
 - Short term disability and Accident Plans
 - All Employee eligible after 90 day probation period and 100% employee paid
 - Short term disability must be working at least 19 hour per week

- **Flexible RDO/Vacation Policy**
 - Flexible RDO/Vacation Policy- 2 weeks auto approved each calendar year(4 days or more).
 - Must provide at least 30 days notice for vacation
 - Two RDO approved per shift- RDO's must be approved by manager – must provide 2 week notice for RDO's
 - Vacation and RDO's employee will be required to try and find coverage, or pick up shifts to ensure they are meeting FT hours
- Cover a day , get a day (if you cover an RDO you will get a day you can use even if no coverage is found. Still pending manager approval

- **CEU Contribution program**

FULL TIME EMPLOYEES

- 100% CEU Reimbursement – ALL Sponsored on line CEU courses and ALL sponsored CEU courses held offsite (Chicagoland)
- 50% Reimbursement towards approved non CEU courses

PART TIME EMPLOYEES

- 50% CEU reimbursement for all sponsored online and CEU courses and All sponsored courses held off site
- Employees will pay up front and then reimbursed after class is completed.
- Approved CEU's are modalities that can be used within guidelines. All CEU's must be approved by the Operations Manager
- Must be employed a minimum of 6 months after reimbursement of course
- If employment or FT status with Chicago ends before 6 months, the reimbursement will be paid back to Chicago on the next/final paycheck.

- **Liability Insurance and Illinois License Contribution Program**

- Available for full time employees
- After 1 year of continuous employment- Will contribute 50% to IL license and 50% or up to \$82.50 to professional liability insurance.

- After 3 years of continuous employment – Will pay 100% of IL license and 100% or up to \$165 of Professional Liability insurance. (Massage Therapists and Skin Care Therapists)
 - ✓ We will reimburse for all liability insurance, however, the reimbursement is based on ABMP pricing of \$165 and this will be the max payout.
 - ✓ Contribution will be paid at the time of the renewal if eligibility is met
 - ✓ Contribution is based on the full length of the term. If eligibility changes or employment is terminated, employee will pay back Chicago at a pro rated amount based on number of months left in the term.
 - ✓ (Total Amount Reimbursed / 12 or 24 months = monthly amount)
(Monthly Amount x # of months left till renewal = Amount paid back to ME)

(EXAMPLE: Employee reimbursed \$82.50 in March, terminates employment in October >
 $\$82.50 / 12 = \6.87
 $\$6.87 \times 6 = \41.22 (paid back to ME)

- Membership enrollment bonuses- LMT's & Skin Care Therapists (Front Desk separate bonus structure)
 - Membership bonuses- New guest enrolls after your session, you will receive:
\$5 for a 12 month membership
\$2.50 for a 6 month membership
\$1.25 for a 3 month gift membership
- \$500 Bonus Service Provider Referral Program

* Refer a Massage Therapist/Esthetician that will fit our needs and culture- receive a \$500 bonus after the referral is employed for 6 months

Clinic manager must be notified by current employee before resume is sent by new hire or new hire is contacted. If we receive the resume from the new hire first, this will not be considered a referral.

Employee must still be employed with _____ at the 6 month mark to receive bonus.

Employee discounts on retail products

- 15% - Non-Murad/PCA Retail
- 40% for Murad/PCA (Special order for Employees-do not buy off of retail shelves unless enough stocked)

Employee rate for getting massages

Pricing good at the Streeterville, Lincoln Park South and Old Town locations

- \$25 – 1 Hour Massage, Murad Facial or Total Body Stretch
- \$37 – 90 Minute Massage
- \$50 – 2 Hour Massage or Hot Stone
- \$12.50 - ½ hour Total Body Stretch
- Chemical Exfoliation or Micro Derm - \$25 + \$35 upcharge

Employee _____ can use any _____ and receive Servicing clinic's member rate while active employee

Flu Shots - 100% reimbursed any time of the year (Walgreens, Target or CVS)

- ❖ Birthday Club- Free service given for birthday
- ❖ Anniversary – Free service given on anniversary day

***** All benefits are reviewed each year and are subject to change**