

**Join our team!**

# EMPLOYEE PERKS



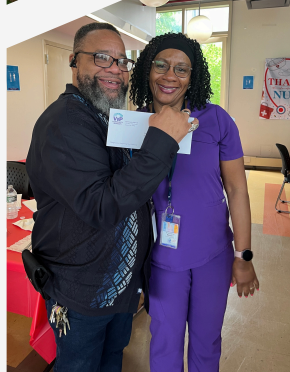
# HOLIDAYS & PAID TIME OFF

## Holidays

11 paid holidays.

## Annual leave

Full-time employees get 25 days of paid time off. VIP believes that our employees are key to our success, and while we recognize that work takes up a substantial amount of your time, we also support your taking time off to attend to your personal life. To give you as much flexibility to use your time off for whatever you may need, VIP provides our staff with a single "paid time off," or PTO bank. Employees accrue PTO starting on their first day of employment. Up to 10 accrued unused PTO days can be carried over into the next calendar year.



**"The wellbeing of our employees is as important as that of the clients we serve. We are proud to invest in our employees by providing not only a great mix of benefits and competitive salaries, but also by supporting their professional growth."**

-Debbian Fletcher-Blake,  
President and CEO

**"It makes me feel good to be part of an agency that cares about helping people. I came back because I realized that even though I was making more money at the place that I decided to go to, I didn't get the kind of comradery that I got here."**

-Marion Ogunusi, OTP  
Vocational & Clinical  
Counselor

# HEALTH & FINANCIAL BENEFITS

## Insurance coverage

VIP offers health insurance for employees working 28 or more hours per week, which includes medical, hospitalization, pharmacy, vision and dental coverage for you and your family. Employees contribute a portion of the cost, which varies depending on your salary and family composition.

## Health Reimbursement Arrangement (HRA)

To help offset out-of-pocket medical expenses, you are automatically enrolled in VIP's HRA plan at no cost to you.

## Life insurance coverage (100% employer paid)

Life insurance is an important part of your financial security, especially if others depend on you for support. That's why VIP provides Life and Accidental Death and Dismemberment Insurance coverage for full-time employees who have been employed at VIP for three months or more.

## Commuter Benefit

Employees may use the commuter benefit program to pay with pre-tax dollars for mass-transit or parking expenses. Employees are issued a convenient debit card that can be used anywhere MasterCard is accepted to make transit purchases. Parking expenses can be reimbursed if credit cards are not accepted. Maximum

contributions are determined by the IRS.

## Employee Assistance Program (EAP)

VIP's Employee Assistance Program provides a free and confidential assessment, counseling, and referral service, to assist employees and their families with a wide range of personal problems. The EAP is an independent firm staffed by professional counselors who are available 24 hours a day, 7 days a week.

## Retirement Savings Plan

VIP sponsors a tax-deferred annuity program (403(b) retirement plan with BPAS). This plan allows you to save money for retirement with pre-tax (or post-tax) earnings through payroll deductions. VIP also contributes funds annually, based on available budget and board approval. Employees must be employed for three or more years to be vested and there are certain eligibility requirements that must be met.

## Tax-deferred Childcare and Medical Plans

Tax-deferred programs let you withhold a certain amount of pre-tax dollars, as allowed by law, to pay for eligible childcare and out-of-pocket medical expenses.

# OTHER EMPLOYEE PERKS

## Referral Bonus

Staff who refer successful candidates can receive between \$100 and \$500 gift cards, depending on the position filled.

## Other Benefits

- Dress down Fridays
- Discounted gym membership
- Tuition reduction rate on continuing education
- Annual holiday party
- Annual staff appreciation day
- Annual wellness week that offers self-care, nutrition, mental health, and physical health activities
- 1199 Union for employees who work in our Opioid Treatment Program
- Plum benefits
- Ongoing training
- Annual surveys to recommend changes and share suggestions
- AFLAC
- Weekly News Corner that offers organizational development updates and community news

SCAN QR CODE FOR  
OUR OPEN POSITIONS



## Contact

☎ 718.583.5150

✉ [hrrmailbox@vipservices.org](mailto:hrrmailbox@vipservices.org)

## Mission

VIP Community Services offers comprehensive and integrated medical, behavioral health, housing, and wraparound services that are equitable and promote positive outcomes for the people served, their families, and the community.