



Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009

202-667-7006 • www.housingetc.org

Housing Counseling Services, Inc. (HCS)

Benefit Summary Sheet

(NOVEMBER 2023)

Housing Counseling Services, Inc., (HCS) offers the following benefits to employees.

Compensation consists of both salary and fringe benefits that currently include:

- ***Sick and Annual Leave*** which both initially accrue at 4.5 hours per pay period (annual leave accrual increases after some time at HCS)
- ***Birthday Holiday*** (taken on the day of your birthday OR must be used within 30 days of your birthday)
- ***4% (of salary)*** contribution to a 403(b) tax deferred annuity after 6 months of service
- ***Long-Term Disability and Life Insurance Policies*** with UNUM (no cost to the employee)
- ***Flex-hours*** that must be pre-approved by your supervisor and meet the needs of our clients
- ***Paid Holidays*** (following DC government holiday schedule)
- ***Compensatory Time*** for professional staff that work excess hours during any pay period (must be approved by your immediate supervisor)
- ***HCS offers and makes contributions towards employee health and dental. Employee's may include eligible family members on these plans, but will be responsible to cover the full cost of these family member's insurance coverages. Vision is paid 100% by the employee***
- **HCS CONTRIBUTION FOR HEALTH INSURANCE:** HCS has *Reference Health Plan – CareFirst Blue Cross/Blue Shield - Blue Choice HMO HDHP Silver \$1,900* that is the basis for the HCS contribution towards health insurance coverage for each employee. HCS will pay 100% of the employee coverage for this *Reference Plan* and this same dollar amount may be applied to any of the 60+ BCBS health plans you may select on the DC Health Exchange. As the cost of coverage is different for every employee (as it is based on age), attached for your information is the age grid sheet with the amounts. You may select individual coverage as well as coverage for your eligible family members. The HCS contribution remains the same whether you select individual or family coverage. ***HCS cannot contribute to the cost of employee health insurance that is not part of the HCS account through the DC Health Exchange.***



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Page 2
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November 2023

- **HCS CONTRIBUTION FOR DENTAL AND VISIONS:** HCS offers dental and vision coverage through BCBS, HCS will contribute 100% of employee coverage for the BCBS dental plan only. If you waive the dental coverage, this dollar amount can also be applied to your portion of your health insurance coverage. If you choose not to use our health insurance, you may apply the full amount of the HCS health insurance contribution towards family coverage for the dental plan only. Staff who elect to waive the BCBS Dental Plan and/or Vision Plans must complete a BCBS Waiver of Enrollment form.

BCBS Dental & Vision Rates

Type of Coverage	Blue Dental Plus	Blue Vision Plus Option 1
Individual	\$44.70	\$6.39
Individual & Children	\$107.28	\$13.42
Individual & Adult	\$89.40	\$12.78
Family	\$174.33	\$18.72
Medicare	\$44.70	\$6.39

Additional details on each of these benefits will be described on the new hires first day of employment at HCS. While these fringe benefits are subject to change based upon the budget of HCS, they have remained equivalent or have become more generous over the last fifteen years.

HCS does not have a formal staff training program and instead expects new hires to be able to self-learn issues of importance for our positions and all our programs at HCS.