

CAC BENEFITS SUMMARY

Life Insurance:

Amount of coverage is based on salary to the next higher thousand dollar. If salary is \$17,125, coverage would be \$18,000. There is no cost to employee for this benefit.

Retirement:

Commencing the quarter following completion of one year of employment, CAC contributes approximately 6% of your earnings to a retirement fund. An employee who works at least 1000 hours per year becomes 100% vested after five years of employment.

Deferred Compensation Plan:

This is a retirement plan that allows employees to invest up to \$15,000 of their salaries per year. Taxes on the money invested are deferred until the funds are withdrawn from the employees account.

Flexible Benefits:

To participate in this program, employees determine their estimated yearly out of pocket medical, dental, vision, and childcare expenses and authorize CAC to make equal payroll deductions throughout the year. Payroll deductions are put into an account which employees can draw from after paying an expense covered under the plan. By pre-paying medical and childcare expenses through payroll deductions, employees automatically reduce the amount of taxes they owe and pay. Employees may also participate through medical and dental premium payments only.

Dental Insurance:

Employees may choose from three dental insurance plans for themselves and their families. CAC contributes a portion of the cost.

Health Insurance:

Employees may choose one of four health plan options available through the State of Tennessee Insurance Administrations: HMO, PPO, PPO Limited and POS. CAC pays 100% of the employee's insurance premium. Family coverage is available at the employee's expense.

Credit Union:

CAC employees are eligible to join the Knox County Employees Credit Union. The credit union provides many financial services including loan services, IRA's, cost guides, notary public, savings accounts, and payroll deductions. Please call 215-2364 for additional information.

Direct Deposit

CAC, through the Knox County Payroll Department, offers a direct deposit service that automatically deposits employee paychecks into their banking or credit union account.

Worker's Compensation:

It is very important that personnel injured on the job receive proper and prompt medical treatment. A [Notice to Employees](#) listing physicians and facilities for treatment of on the job injuries has been posted in all CAC office spaces. Employees must choose among three physicians or medical facilities approved by our Workers Compensation Carrier. A Tennessee Employer's First Report of Work Injury Form must be completed for all work related injuries. Forms are available in the Personnel Office and must be completed by the employee's supervisor.

General Benefits:

Leave and general benefit policies are covered in the CAC Personnel Policies.

Pay Days:

Employees are paid on alternate calendar Fridays following the end of the pay period. The pay week begins on Sunday at 12:01 a.m. and ends Saturday at 12:00 midnight.