



## Quick Reference Guide

### **Health Insurance – Florida Blue**

Eligible on the 15<sup>th</sup> of the month AFTER 60 days pass hire date

1. Option 5803, BBTS pays for our employee only
2. Option 5465, BBTS pays portion for our employee only
3. Opt Out of Health Insurance

### **Retirement Saving Plan**

Eligible 1 year after hire date with BBTS

Two enrollment dates to join: January 1<sup>st</sup> or July 1<sup>st</sup> (after 1 year anniversary of hire date)

### **BBTS Paid Yearly Holiday's**

- Good Friday
- Memorial Day
- Fourth of July
- Thanksgiving Day
- Christmas Day, Kwanza Chanukah or another recognized winter holiday

### **BBTS Paid Vacation or Sick Days**

Eligible after 180 days introductory period

40 Hours per year - PTO will be prorated from the point of completion of the introductory period through the end of the calendar year – See Handbook

### **BBTS Christmas Savings Account**

The program year runs from January 1<sup>st</sup> through December 31<sup>st</sup>, you may stop at any time.

You decide how much to save.

Your savings will be paid before Thanksgiving through regular payroll.

### **Employment Forms to Fill Out & Return Promptly**

- (2) Complete Form I-9, along with acceptable ID see page 5
- (3) Complete Form W-4
- (3A) Complete Georgia G4 (If applicable)
- (4) Complete Direct Deposit Form
- (5-7) Health Insurance Option or Opt Out Form
- (8) Sign Acknowledgment of Receipt of Employee Handbook
- (9) Christmas Saving Payroll Deduction Authorization

### **Employee Handbook**

Review and keep for reference