

Job Benefits Checklist

Did you know that the average employer will spend an additional 38 cents* on employee benefits for every dollar they pay in wages? Knowing what your employer offers is the first step to maximizing the resources already available to you. Look at your employee benefits book or ask your human resources staff which of the following your employer offers.

Benefit	Description	Does your company offer?			Are you using?	
		Yes	No	Unsure	Yes	No
Health Insurance	Health Maintenance Organization (HMO)					
	Preferred Provider Organization (PPO)					
	Major Medical (Indemnity Plan)					
	Prescription Drug Plan					
	Dental					
	Vision					
	Other:					
Other Insurance	Life					
	Dependent Life					
	Disability					
	Long-term Care					
	Property (Auto/Home, etc)					
	Other					
Paid Time Off	Annual/Vacation/Personal					
	Holidays					
	Sick Leave					
	Family Leave					
	Other:					
Retirement	Traditional Pension Plan					
	401(k), 403(b), or 457 Savings Plan					
	Matched Savings Incentives					
	Profit-Sharing Plan (or ESOP)					
	Retiree Health Insurance					
	Other:					
Other	Flexible Spending Account (FSA)					
	Health Savings Account (HSA)					
	Tuition Reimbursement					
	In-house Training Programs					
	Employee Assistance Program (EAP)					
	Child Care					
	Adoption Assistance					
	Wellness Program					
	Legal Assistance					
	Housing Assistance					
	Other:					

*Source: The Pew Charitable Trust (7/21/2016)