

Frequently Asked Questions (FAQ)

Questions from the LSSC Town Hall Meeting on April 14, 2009

Is there a final date/timeline to submit applications and resumes?

- All positions will remain open until filled; we will not set a final date for application submissions. IHA intends to begin interviews in the month of May and will only consider those who submit an application.

Will the spaces that we are currently occupy change or stay the same?

- All the areas will be identified – we (IHA) must work with NASA to identify the spaces we need. Although the ultimate decision rests with NASA, we anticipate the majority of employees will stay in the same facility.

Will we get a letter of confirmation after the interview?

- A contingency offer letter will be sent to successful applicants.

Will LSSC be informed when all the jobs are listed?

- Yes, primarily via the IHA website (www.ihamedical.com). We will regularly update the website. There may be more than one position offered for a posted job description. For example, we may need two Wildlife Ecologists but, the position only shows once.

Will there be a salary increase/decrease?

In general, we anticipate few changes to your current salary and benefits. IHA intends to be fair in our salary approach. Various factors will be considered in determining our salary offer i.e. your requested salary, current salary, experience, salary surveys, MESCC contract provisions, etc.

Will vacation roll over? 401K? Sick?

- IHA will carry over your current vacation accrual rate, but not your current vacation balance. As a new hire you will start with a zero vacation leave balance.
- Your 401(k) can be rolled into the IHA plan (Massachusetts Mutual with 23 fund investment options) or any other qualified plan of your choice. See your current plan administrator for rollover options.

- Your Sick leave balances will carry over to MESC/IHA and accrue at a rate of 8 hours per month.

Will exempt employees get comp time?

- IHA does not offer comp time. Flex time is allowed if used in the same week with supervisor approval. You will lose those hours if you cannot flex that same week.

Will we follow the Christmas holiday schedule vs. the Federal holiday schedule?

- IHA follows our established Christmas holiday schedule, where we bank a few federal holidays and typically apply those holidays to the week between Christmas and New Year. LSSC employees hired by IHA will observe Christmas holidays as per the MESC schedule even if those LSSC employees observed 2009 federal holidays prior to October 1, 2009.

Will personal leave roll over into sick time?

- IHA will recognize sick time balances from LSSC employers. IHA will allow use of LWOP (Leave without pay) for planned vacation if operationally permitting and approved by the supervisor.

Is there a 90 day probation period?

All new IHA employees will be required to undergo a 90 day evaluation of their job performance.

Is there tuition reimbursement? Continuing Education?

Currently IHA does not have a tuition reimbursement program. IHA will pay travel and expenses incurred for continuing education requirements specified in the MESC contract.

Will we be able to sell back unused vacation?

- No. IHA employees can carry over a maximum of 180 hours annually, depending on years of service. IHA does not limit sick time carryover hours.

Are there incentive programs for publications, grants, metrics, speaking at conferences?

- TBD. IHA Management will evaluate options with employees and customers on an individual basis and in accordance with provisions of the MESC contract.

What is IHA's insurance plan?

- Health First, including options for HMO or PPO. Health First ‘in-network’ offices lie within Brevard County. The Health First PPO plan provides for ‘out-of-network’ coverage.

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Does IHA have a mission statement?

- “Be the best at what we do”. Dr. Leroy Gross, IHA CEO, shared some of his background and thoughts about the contract.

Can I find an in depth explanation of benefits, leave, etc.?

- Benefits information will be in writing and provided to prospective employees in Aug/Sept timeframe.

Can you take vacation or sick time during the probationary period?

- Yes, you can use what you have on the books with supervisor approval.

Has equipment and supplies been covered in the MESC Budget for LSSC operations & facilities (such as the Fitness Center)?

- Yes, this was addressed in the proposed budget.

Will years of service be recognized?

- Yes.

Why should we work for IHA?

Quality people work for IHA, people that believe that “Excellence Is A Standard, Not A Goal”. We seek to become an Employer Of Choice by providing a supportive environment, fostering quality of life and recognizing outstanding contributions to the mission.

When will firm answers be provided about IHA benefits, etc.?

- Individuals will receive benefit packages **in the Aug/Sept timeframe**

Questions/Answers following the town hall meeting:

The IHA Careers website shows the number of available positions for each position posted is: # of openings: 1. Does this mean that only one position is available for each job posted?

- IHA does not intend to post duplicate positions on the website. The number of openings shows up as "1" due to a default in the IHA Careers website.

I know that IHA is not going to rollover our vacation time from Dynamac, but that IHA will rollover sick time. We don't have sick time, but have "personal time". Will they accept that as sick time? I think that Dynamac will buy the personal time as well, but some people may prefer to have those hours on the books when we start.

- IHA will recognize sick time balances from LSSC employers.

What is the company policy on LWOP?

- We are currently reviewing the use of LWOP, and when we have clarification, we will provide that information to you.

Has there been any progress on the Flex Spending? Do you think IHA will ever institute that?

- We are in the process of evaluating ALL benefits for plan year 2009-2010, including Flex Spending. Of course, with the high cost of health care we are looking at every possible chance to continue offering a high quality benefit package at an acceptable cost. All options are being evaluated.

Would it be possible for us to see a health care benefits package?

- We are in the process of getting new quotes from various insurance companies because our plan year renewal for all coverages begins 10/1/09. As soon as we have finalized our package, we will provide the enrollment package with all of the information and enrollment instructions.

Is MESC fully populated with IHA employees?

- Yes