



## **Benefits For Part Time Employees**

(Employees who average less than 60 hours per pay period)

### **Paid Time Off**

**Fixed Holidays:** 10 days/yr. These paid holidays will be granted each year – New Year’s Day, President’s Day, Spring Holiday, (Good Friday), Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Winter Break (December 24 & 25). Part time employees earn 4 hours of holiday pay for each fixed holiday.

**Personal Holidays:** Maximum of 8 hrs/yr. Employees accrue 1.5 personal holiday hours as of Jan. 1 & subsequently earn one quarter hour of personal holiday time per pay period. Days can be used before earned. Available hours are prorated for those who start with the agency after January 1<sup>st</sup> of each year.

**Vacation:** Accrued at the rate of 5% of paid hours up to the 80-hour base. After completion of five years, this increases to 7.5% of paid hours and after completion of ten years this increases to 10% of paid hours. (Based on 24 payrolls)

**Sick Leave:** Accrued at the rate of 5% of paid hours up to the 80-hour base. (Based on 24 payrolls)

**Hazardous Weather Pay:** In the event of extremely bad weather, an employee may use up to 16 hrs each year w/ pay.

**Funeral Leave Pay:** In the event of a death, after notifying the supervisor, an employee may take paid leave according to the following schedule: family member, as defined by the employee – 3 days; co-worker – 1 day.

**Military Leave:** Military leave will be granted pursuant to Federal and State laws. Couleecap will pay the difference between agency pay (where agency pay is greater) and military pay for up to 15 days of mandatory annual active duty per year.

**Court Appearances:** Employees who are subpoenaed for court appearances related to agency business or for jury duty will be given the necessary leave of absence with full pay less any fee paid for the service.

**Family & Medical Leave:** All employees who have worked for Couleecap for 12 months and have worked at least 1,000 hours during those 12 months will be granted Family & Medical Leave pursuant to Federal and State laws. Family & Medical Leave is unpaid leave however employees may use any accrued sick, vacation, or personal holiday time for pay during leave.

### **Flexible Benefits/Retirement**

**Flexible Benefit Plan:** Employees may elect to have a portion of their paycheck put into an account (before taxes) to pay for health care or dependent care expenses.

**Retirement/401K Plan:** Employees may choose to contribute a percentage of their earnings to the retirement fund. Employees will be given an investment option enrollment sheet when they become eligible. After an employee has completed one calendar year of employment with at least 1000 paid hours, Couleecap will contribute a Board approved percentage of your earnings toward the retirement fund, beginning with the appropriate eligibility date. Current Board approved percentage rate for Couleecap’s contribution is 9% for 2017. The Board sets this percentage annually. Employees are vested after 3 years.

### **Additional Benefits**

**Employee Assistance Program:** All employees and their family members will have an Employee Assistance Program available to them to assist them with personal or emotional problems, which may affect job performance. The first five visits to the EAP will be of no charge to the employee.

**Training:** As budgets permit, the agency pays for time, transportation, food, lodging, and fees for employee training opportunities.

**Career Development Plan:** Employees, after successfully completing their orientation period of service, who are interested in furthering their educational training through an educational institution may be reimbursed for some of the cost of books and/or tuition fees once the course is successfully completed and can use up to 80 hours paid release time per year.

**Dues for Civic Organizations:** Employees will be reimbursed up to \$200 a year for dues in a recognized civic organization appropriate to the agency's mission.

**Good Will Program:** Supervisors of employees may access the Good Will Program in recognition of various events that may involve employees, such as the birth of a child, hospitalization, death of a parent, etc.

**Homebuyer Benefit:** During work hours, employees can utilize home ownership counseling provided by Couleecap staff, for one individual hour per year and up to one group session per year. The agency will pay for staff time and mileage. Couleecap is not responsible for the employee's financial decisions.

**Staff Groups:** Staff can serve on the following groups: Project Future and Climate Change & Sustainability Team.