

# PEOPLE'S PLACE

## Employee Benefits Policy

Approved By: Board of Directors  
Review/Revision Date: 06/01/2021

### I. PURPOSE

The purpose of this policy is to provide benefits in order to recruit and retain qualified employees.

### II. POLICY STATEMENT

The agency administers employee benefits in accordance with local, state and federal regulations.

### III. APPLICATION

This policy applies to all People's Place staff.

### IV. DEFINITIONS

Full-time Employee - employees who are normally scheduled to work at least 40 hours per workweek.

Part-time Employee - employees who are normally scheduled to work less than 40 hours per workweek.

### V. STANDARDS

- A. Full-time employees will be eligible for benefits, for all benefits as outlined in the benefits package. Part-time staff are eligible for limited benefits as outlined in the benefits package.
- B. Per the ACA all part-time employees working an average of 30 hours a week in the preceding 12 months will be offered the option to purchase medical insurance and the cost will be partially offset by the agency contribution.
- C. Any employee who changes from a full-time to a part-time status will no longer be eligible for applicable benefits except health insurance as per the Affordable Care Act.
- D. Any part-time employee moving to a full-time position will be eligible for the benefits on a designated schedule that are in place at that time.

### VI. PROCEDURES

#### Individual Responsible

Employee

Finance

#### Action

1. Chooses among available benefits, if applicable.

1. Administers and activates chosen employee benefits.

### VII. EXHIBITS

A. Benefits Package

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