

People's Place
Benefits Package
Effective **6/1/2017**

I. Health Related Benefits (medical, dental, vision)

People's Place offers medical, dental and vision insurance. The agency pays a portion of medical insurance for full-time benefited employees.

If a full time employee eligible for medical insurance declines coverage for medical insurance the employee will be eligible for employer paid dental and/or vision. Dental and vision insurance is available to part-time employees at cost on a pre-tax payroll deduction basis. For a newly hired person, health insurance goes into effect after one full calendar month after the paperwork is filed with the insurance company. (ex: hired on Dec. 15, paper work filed Dec. 25, insurance in effect February 1.)

II. Life Insurance

People's Place purchases \$20,000 of group term life insurance for all full-time benefited employees. Full-time staff are eligible to buy additional individual term life insurance on a payroll deduction basis.

III. Short and Long-Term Disability Insurance

People's Place purchases short and long-term disability insurance for all full-time benefited employees.

IV. Retirement

People's Place has a 401K Plan for all employees that have been employed for 12 consecutive months and have worked at least 1,000 hours. Employees that meet these qualifications will be automatically enrolled to participate in the 401k plan at 3% of their earnings and will receive a 1.5% employer match. Employees may elect not to participate or to participate at a different rate with a different match.

V. Paid Leave

All full time-employees are granted paid leave in the following categories:

- Vacation –accrues at a rate of 4.7 hours per pay period, which equals 15 days over a twelve month period. After five continuous years of service the accrual rate increases to 6.16 hours per pay period, which equals 20 days per year. Employees that are in a no-pay status will not accrue vacation leave. Executive approval is required to carry over more than one year's accrual from year to year.

- Sick – accrues at a rate 4.7 hours per pay period that equals 15 days over a twelve-month period. Sick leave accrual is capped at 480 hours and is not paid out when employees leave employment. Employees that are in a no-pay status will not accrue sick leave.
- Holiday – full time employees will receive 12 paid holidays which are prorated based on the employee’s date of hire and are not paid out when employees leave employment. Holiday hours cannot be carried over from year to year. Employees that are in a no-pay status will not receive holiday pay.

VIII. Employees hired prior to January 1, 2003

Cafeteria Benefit - The agency pays a portion of medical insurance for full-time benefited employees.

If a full time employee eligible for medical insurance declines coverage for medical insurance the employee will be eligible for employer paid dental and/or vision.

*If the employee elects to take the cafeteria benefit as cash, the amount is frozen at \$190 per month as additional salary.

- Holidays – Full time employees will receive 15 paid holidays per year.
- Personal Days- Full-time employees will receive 2 personal days per year.
- All other benefits shall be the same as listed above.