

Benefits Available to Limited Part Time (0 to 19 hours) and Part Time Employees (20 to 29 hours)

Limited Part Time & Part Time

401(k) Retirement Plan – The Standard Insurance

The company will match dollar for dollar up to 4% of your bi-weekly gross income and your employee contributions/rollover contributions are immediately 100% vested. If you do not enroll when first eligible, you may do so at any later time with your effective date to be the first day of the month following the application date. A Roth option is also available.

-Maximum contributions for 2017- Under 50 years of age (\$18,000), 50 years & up (\$24,000)

-All employees are eligible for 401K after initial waiting period

Mileage Reimbursement

Reimbursement rates are evaluated each quarter and set forth at that time. The rate for the quarter is communicated via email once the new rate is set.

Part Time Only

Supplemental Insurances – Assurant Employee Benefits

This benefit is offered on a voluntary basis at your expense. Our group offers the following coverage's: Critical Illness, Accident, and Cancer policies. To initiate the process, please contact Debby Rodriguez, Benefits and Compensation Manager.

Cafeteria Plan – TASC

This program is a voluntary benefit where pre-tax deductions may be elected for non-employer sponsored insurance premiums, unreimbursed medical expenses, or dependent care expenses.

Tuition Scholarship Program

Repayment up to a maximum of \$1000 per year for selected staff after 1 year of employment with the agency.

PTO

Combined leave benefit of vacation and sick hours eligible to employees for use after 90 days. Employees may donate a day of PTO to a co-worker who has depleted all leave. PTO accruals roll over from year to year as long as the maximum has not been reached. Accruals are at a prorated amount.

Extended Sick Leave

To be used after an absence of 24 consecutive hours or more. There is no maximum accrual with this benefit. Accruals are at a prorated amount.

Paid Holidays

New Year's Day

Martin Luther King Jr. Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving (or ROH-Personal Holiday)

Christmas Eve

Christmas Day

Personal Holiday