

Paid Time Off

Fixed Leave Days:

We have five paid holidays: Martin Luther King Day, Juneteenth, Labor Day, Indigenous Peoples Day, and General Election Day (every other year). Employees working up to 29 hours per will receive 4 hours of holiday pay for each fixed holiday.

Floating Leave Days:

Part-time employees will receive 36 hours of floating leave days. *Available hours are prorated for those who start with the agency after January 1st of each year.*

- If the start date falls into the first quarter (January through March)
 - 36 hours
- If the start date falls into the second quarter (April through June)
 - 27 hours
- If the start date falls into the third quarter (July through September)
 - 18 hours
- If the start date falls into the fourth quarter (October through December)
 - 9 hours

Vacation:

Employees earn a percentage of vacation time on paid hours up to an 80-hour base per pay period with a cumulative maximum of 208 hours. Hours must be earned prior to use.

- 0 to 5 years of employment will earn 5% of paid hours up to 80 hours a pay period
 - *Example: 40 hours x 5% = 2 hours earned*
- 6 to 10 years of employment will earn 7.5% of paid hours up to 80 hours a pay period
 - *Example: 40 hours x 7.5% = 3 hours earned*
- 11+ years of employment will earn 10% of paid hours up to 80 hours a pay period
 - *Example: 40 hours x 10% = 4 hours earned*

Vacation Pay Out:

In December of each year, employees who have successfully completed their one-year orientation, will receive the option to elect to cash out a portion of their accrued vacation. Employees in good standing, may cash out up to a maximum of 80 hours providing that at least 40 hours of leave remain.

Sick Time:

Employees earn a percentage of sick time on paid hours up to an 80-hour base per pay period with a cumulative maximum of 480 hours. Hours must be earned prior to use.

- Employees will earn 5% of paid hours up to 40 hours a pay period
 - *Example: 40 hours x 5% = 2 hours earned*

Hazardous Weather Pay:

In the event of hazardous weather (winter storms, extreme cold, extreme heat, etc.), immediate supervisors may allow employees to telecommute, flex their schedule, or use Hazardous Weather Pay (paid time off).

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 or co-worker, or other extended family – five days
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Insurance Benefits

Parental & Short-Term Disability:

Couleecap provides parental and short-term disability leave to regular employees who have been employed at Couleecap for at least six months. Couleecap will provide parental and short-term disability coverage, based upon the extent and duration of the work prohibiting condition, after a two-week qualifying period.

• Qualifying Period	2 weeks	Sick/Vacation/Floating Leave
• Weekly Benefit	Weeks 3 – 7	100% income
• Weekly Benefit	Weeks 8 – 10	80% income
• Weekly Benefit	Weeks 11 – 12	60% income

Retirement

Retirement:

Upon hire an employee can enroll in the Mutual of American retirement 401(k) plan. The agency will contribute a 200% match up to 6% for eligible employees after one year of employment. Vesting occurs after three years of participation in the plan.

- *Example: Employee contributes 1%, Couleecap will match at 200% making the match 2%.*
- *Example: Employee contributes 3%, Couleecap will match at 200% making the match 6%.*
- *Example: Employee contributes 4%, Couleecap will match at 200% up to 6% making the match 6%.*

Additional Benefits

Employee Assistance Program:

Couleecap provides all employees and their family members an Employee Assistance Program (EAP) to assist with personal or emotional needs that may affect job performance. The EAP provides services, including assessments, screenings, referrals, and brief counseling, up to five sessions per concern, annually.

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. Employees may also use up to 80 hours paid release time per year for these educational pursuits.

Flexible Schedule:

Couleecap is a family-friendly employer and encourages a strong work-life balance. We understand employees may need flexibility within their work schedule to allow for family needs. All scheduling adjustments should be discussed and approved by an employee's immediate supervisor.

Hybrid Workplace:

Couleecap supports a flexible and hybrid work environment allowing employees to work somewhere other than a Couleecap office, however, the office space will remain available for those who choose it. Couleecap recognizes the following variations to the hybrid model:

- Remote first: where the role operates fully remotely. Any attendance in a Couleecap office will be when the job requires a physical presence or as agreed upon by the supervisor and employee.
- Office – occasional: where the employee attends the office occasionally but the main location for working is remote. The frequency of the employee’s attendance is to be agreed upon by the supervisor and employee.
- Office first – remote allowed: where the primary place of working is a Couleecap office, but remote working is allowed. The frequency of remote working is to be agreed upon by the supervisor and employee.
- Office only: where the employee holds a position that does not have the ability to accommodate a hybrid work environment because of position and program requirements.