

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:

- Immediate family member, or other extended family as approved by the Department Director – three days
- Co-worker – one day

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.

Telecommute:

Couleecap understands there are times where an employee may want or need the ability to telecommute. Employees may make a formal request to their immediate supervisor; each request will be determined on a case by case basis.