

## **Paid Time Off**

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### **Fixed Holidays:**

We have ten paid holidays: New Year's Day, Martin Luther King Day, Spring Holiday (Friday before Easter), Memorial Day, Independence Day, Labor Day, General Election Day, Thanksgiving, Friday after Thanksgiving, and Winter Break (December 24 and 25). Employees working up to 29 hours per will receive 4 hours of holiday pay for each fixed holiday.

### **Personal Holidays:**

Employees receive one personal holiday each calendar year. *Available hours are prorated for those who start with the agency after January 1<sup>st</sup> of each year.*

- Hired between January through March will receive 16 hours,
- Hired between April through June will receive 12 hours,
- Hired July through September will receive 8 hours,
- Hired October through December will receive 4 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*

### **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**

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### **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**

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### **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.