

# PEOPLE'S PLACE

## Employee Benefits Policy

Approved By: Board of Directors  
Review/Revision Date: 02/01/10

### I. PURPOSE

The purpose of this policy is to provide benefits in order to recruit and retain qualified employees.

### II. POLICY STATEMENT

This policy provides guidelines that ensure that the agency administers employee benefits in accordance with local, state and federal regulations.

### III. APPLICATION

This policy applies to all People's Place staff.

### IV. DEFINITIONS

Benefit – an array of services offered to employees according to the attached benefits package.

Full-time Employee-.employees who are normally scheduled to work at least 40 hours per workweek.

Part-time Employee –.employees who are normally scheduled to work less than 40 hours per workweek.

### V. STANDARDS

- A. All full-time employees will be eligible for benefits.
- B. Any employee who changes from a full-time to a part-time status will no longer be eligible for applicable benefits.
- C. Any part-time employee moving to a full-time position will be eligible for the benefits that are in place at that time.
- D. Employees must turn in all benefits forms no later than 15 days from the date of eligibility. Failure to turn in forms within 15 days will render the employee ineligible for benefits until the next open enrollment period.

**VI. PROCEDURES**

**Individual Responsible**

Employee

Payroll

**Action**

1. Chooses among available benefits, if applicable.
1. Administers and activates chosen employee benefits.

**VII. EXHIBITS**

A. Benefits Package