

**People's Place**  
**Benefits Package**  
Effective 8/1/10

**I. Health Related Benefits** (medical, dental, vision)

People's Place offers medical, dental insurance, and vision insurance. The agency will pay up to \$250 per month towards any of these benefits for all full-time benefited employees. Dental and vision insurance is available to part-time employees at cost on a pre-tax payroll deduction basis. For a newly hired person, health insurance goes into effect after one full calendar month after the paperwork is filed with the insurance company. (ex: hired on Dec. 15, paper work filed Dec. 25, insurance in effect February 1.)

**II. Life Insurance**

People's Place purchases \$20,000 of group term life insurance for all full-time benefited employees. All staff are eligible to buy additional individual term life insurance on a payroll deduction basis.

**III. Short and Long-Term Disability Insurance**

People's Place purchases short and long-term disability insurance for all full-time benefited employees.

**IV. Blood Bank**

People's Place will purchase Blood Bank of Delaware membership for all full-time benefited employees who request it. Part-time employees are eligible to purchase this benefit for a fee of \$5.00 per year.

**V. Sam's Club**

People's Place purchases a Sam's Club membership for all full-time benefited employees. This benefit is not available to part-time employees.

**VI. Retirement**

People's Place offers a 401K Plan to all employees that have been employed for 12 consecutive months and have worked at least 1,000 hours. Employee contributions to the 401k plan are accomplished through a payroll deduction up to the amount per individual allowed by law. People's Place has the option of matching the employee contribution to the 401K up to 4% of their annual salary.

## **VII. Paid Leave**

All full time-employees are granted paid leave in the following categories:

- Vacation –accrues at a rate of 4.7 hours per pay period, which equals 15 day over a twelve month period. Vacation accrual begins immediately but may not be used during the first 90 days of employment. After five continuous years of service the accrual rate increases to 6.16 hours per pay period, which equals 20 days per year. Employees that are in a no-pay status will not accrue vacation leave. Executive approval is required to carry over more than one year’s accrual from year to year.
- Sick – accrues at a rate 4.7 hours per pay period that equals 15 days over a twelve-month period. Sick leave accrual is capped at 480 hours and is not paid off when employees leave employment. Employees that are in a no-pay status will not accrue sick leave.
- Holiday – full time employees will receive 12 paid holidays according to the State of Delaware holiday schedule. Employees that are in a no-pay status will not receive holiday pay.

## **VIII. Employees hired prior to January 1, 2003**

- Cafeteria Benefit - The agency will pay up to \$250 per month towards health benefits for all full-time benefited employees. If the employee elects to take the cafeteria benefit as cash, the amount is frozen at \$190 per month as additional salary.
- Holidays – Full time employees will receive 15 paid holidays per year. Twelve of these will be according to the State of Delaware holiday schedule. The remaining three will be taken as requested.
- Personal Days- Full-time employees will receive 2 personal days per year.
- All other benefits shall be the same as listed above.