



Community Partnership for Children

protecting children . . . fostering family stability

Benefits Overview

Community Partnership for Children offers a comprehensive benefits package including:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Long Term Disability (employer paid)
- AD&D/Life Insurance (employer paid)
- Short-Term Disability
- Cancer Benefit
- 401K Plan
- Personal Leave Time Donation
- 10 Paid Holidays per year
- 20 Days per year of Paid Time Off (PTO)
- Bereavement Leave
- Jury Duty Leave
- Mileage Reimbursement
- Employee Assistance Program (EAP)

**Annual compensation reviews are contingent on the agency's financial condition and market forces.

***Benefits are effective the 1st of the month following 30 days from date of hire.

Pay Cycle:

Community Partnership for Children pays its employees on a bi-weekly basis on Fridays. Salary and hours are divided evenly between 26 pay periods per year.

Employees of Community Partnership for Children will find satisfaction in making a difference in the lives of children and families



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Leave Benefits At-a-Glance

Holidays:

Community Partnership for Children offers eligible employees ten (10) paid holidays per year.

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|------------------------|------------------------|
| New Year's Day | Thanksgiving Day |
| Martin Luther King Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | |
| Veterans Day | |

PAID TIME OFF

Time off for vacation, short-term illnesses, or personal concerns, is available through your accrual of Paid Time Off (PTO).

Vacation: Employees can begin taking PTO as vacation days upon accrual with written approval from their supervisor. Contact your immediate supervisor for your departments requirements for requesting vacation leave time.

Employees accrue 160 hours per year. The maximum hours an employee can accrue is 320 hours.

Employees accrue 6.15 hours for 26 pay periods.

Employees who reach the maximum accrual rate of 320 hours will stop accruing additional PTO until some is used. Employees are only eligible to receive 160 hours upon separation from the company pending certain conditions are met. The 160 hours will be less any hours used in the PTO Buy Back.

Bereavement Leave:

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. (A spouse, child, parent, sister, brother, grandparents, mother-in-law, father-in-law and grandchild.) Other funeral leave may be granted at the discretion of the President. Only full-time employees are eligible for paid funeral leave.