



Helping people in need and promoting self sufficiency for over 30 years.

Summary of Employee Benefits:

Eligible on the first day of the month after 60 days of full-time employment (35 hours or more per week):

Medical (Kaiser)

Dental (Guardian)

Vision (Guardian)

SCCC pays full premium for employee only coverage for medical, dental and vision

Family coverage is available for Dental and Vision, employee would contribute to cost of premium.

Short-Term Disability Benefit – Replacement income should you become ill or injured (non-work related) and cannot work. This benefit will replace up to 60% of your weekly income (to a \$1,500 maximum) for up to 13 weeks after you have lost 15 consecutive days of work.

Guardian Life – \$25,000 death benefit with an increased benefit for accidental death and dismemberment.

Guardian/Integrated Behavioral Health - Employee Assistance Program (EAP) – benefit for all employees and their family members. Assistance with free short-term counseling, assistance and resources for work-life balance issues.

Guardian Dental College Tuition Benefit Program- eligible employees enrolled in dental plan can earn points that convert to discounts on lowering college tuition costs for family members at participating colleges. Child must be registered by August 24th of the year he/she enters 11th grade.

Guardian FAMLI – Provides eligible employees, who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, with up to 12 weeks of partially paid leave (or up to 16 weeks under certain circumstances related to pregnancy and childbirth).

Flex Spending Accounts – through PAYCHEX HR Services - This account allows you to withhold money from your paycheck on a pretax basis and pay for unreimbursed medical and dependent care expenses.

EcoPass Program – EcoPass is an employer-sponsored transit pass that provides unlimited rides on RTD buses and trains, including to and from the airport.

Retirement - Simple IRA with VOYA

Eligible after two years of employment or earning \$10,000 within two years (\$5,000 earned in first year, \$5,000 earned in second year), then eligible next open enrollment (November), effective in January. 100% invested immediately

Match of up to 3% of salary, dollar for dollar



Helping people in need and promoting self sufficiency for over 30 years.

Vacation:

All full time exempt and non-exempt employees will start with 16 hours of vacation time and 8 hours for part time employees upon hire. All employees accrue each year based on length of service, employment classification and number of hours worked. Part-time employees accrue on a prorated basis, based on hours worked. All employees will begin accruing on their 6th pay period.

Accrual Table:

	Length of Service	Accrual Rate per Pay Period	Maximum Accrual Per Year (Cap)
Full-Time Employees	1 to 3 Years	3.08 Hours	80.08 Hours (10 Days)
	3 to 5 Years	3.69 Hours	95.94 Hours (12 Days)
	5 to 10 Years	4.61 Hours	119.86 Hours (15 Days)
	10+ Years	6.15 Hours	159.90 Hours (20 Days)

	Length of Service	Accrual Rate per Pay Period	Maximum Accrual Per Year (Cap)
Part-Time Employees	1 to 3 Years	1.54 Hours	40.04 Hours (10 Days)
	3 to 5 Years	1.84 Hours	47.84 Hours (12 Days)
	5 to 10 Years	2.30 Hours	59.80 Hours (15 Days)
	10+ Years	3.07 Hours	79.82 Hours (20 Days)

Sick Time:

All full time exempt and non-exempt employees will be granted with 16 hours of sick time (8 hours for part time employees) upon hire. Full time employees will begin accruing, at a rate of 8 hours per month and part time employees will accumulate sick leave on a prorated basis, after 2 months from their start day.

Sick leave credits may be accumulated up to a maximum of 66 working days (528 hours).

Personal Leave

Employees will be granted up to 40 hours paid time for Personal/Family Leave on an annual basis.

Paid Holidays

11 paid holidays per year.

Additionally, the Center is closed the week between Christmas and New Year's day and this is paid time.

Paid Floating Holidays

Eight floating holidays per year for full-time employees, and four floating holidays per year for part-time employees.

Bereavement

All employees will be granted up to 64 hours of paid time for bereavement on an annual basis.



Helping people in need and promoting self sufficiency for over 30 years.

Give Back Time

All employees will receive up to 8 hours additional paid time off annually in order to work on a volunteer project of their choosing.

Jury Duty

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and a juror service certificate is submitted.

Training/Education:

Leave to attend seminars or workshops that relate to the employee's present job may be granted with pay contingent upon approval of the CEO. Fees/registration will be paid if the course is a requirement for the employee's job. Employees need to be in their current roles for six months to be eligible to attend non-mandatory seminars or workshops.

Sabbatical

Eligibility: All full- and part-time employees of Sister Carmen Community Center are eligible to apply for a sabbatical of up to 6 weeks after seven consecutive years of employment. Employees may apply for a sabbatical no more than once every five years. Employees may not take other paid time off except for necessary sick or temporary family leave during the 30 days prior to and directly following their sabbatical. Sabbaticals must be planned to have the least impact on the organization's busy seasons. No more than two employee sabbaticals will be approved within any fiscal year. No more than one member of the Leadership team will be on sabbatical leave at any time.