

Paid Holidays (16 days)

- New Year's Day
- MLK Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans' Day
- Thanksgiving (2 days)
- Christmas (2 days)
- Election / Mental health (2 days)

Business Expense Reimbursement

Reimbursement for agency related expenses such as: mileage at \$.50/ mile.

401K Retirement Plan

Contributions are deducted from your paycheck before you pay taxes. Employer match is determined at the beginning of the year and is currently dollar for dollar up to 3%, with additional half for 4-5%.

Fitness Reimbursement

Currently \$50 annually for approved fitness expenses.

Professional Development

Opportunities for trainings, conferences, certifications, and degrees.

Short-Term Disability

Employees become eligible for STD insurance the first day of the month following the completion of 60-days of employment. Employees must work a minimum of 30 hours a week to be eligible for this.

Life Insurance

All employees working 30 hours or more receive life insurance.

Paid Time Off

PTO is awarded on the first full pay period of January. Amounts are based on start date and continuous years of service.

Paid Time Off (PTO)

Employees receive PTO during their first calendar year of hire based on the table to the right

Month of Hire	Full Year Employees	Part Year Employees
January - June	40 hours	32 hours
July - October	24 hours	20 hours
November - December	0 hours	

At the beginning of their first full calendar year of employment (i.e., the January 1st following date of hire), employees will receive PTO based on the table to the right

Month of Hire	Full Year Employees	Part Year Employees
January - March	104 hours	80 hours
April - June	80 hours	64 hours
July - September	56 hours	48 hours
October - December	40 hours	32 hours

On the first day of the 2nd full calendar year of employment and each calendar year thereafter, employees will receive PTO based on the table to the right

Calendar Years of Service	Full Year Employees	Part Year Employees
1 - 4 years	120 hours	96 hours
5 - 9 years	160 hours	128 hours
10 - 19 years	200 hours	160 hours
20 + years	240 hours	192 hours

Health Insurance



Employees will become eligible for health benefits the first day of the month following successful completion of 60-days of employment. Employees must work a minimum of 30-hours a week to be eligible for health insurance; 20 hours a week to be eligible for dental and vision insurance.

Pace pays \$875.31 per month/ per enrolled employee

Anthem Blue Access		
Employee Bi-Weekly Payment		
	<i>Option 1</i>	<i>Option 2</i>
Employee	\$178.99	\$92.37
Employee & Children	\$570.00	\$425.28
Employee & Spouse	\$551.52	\$409.55
Employee & Family	\$943.64	\$743.40
Deductible	\$500	\$2,500
Individual Co-insurance	20%	20%

Health Resources Dental Plan		
Employee Bi-Weekly Cost		
	<i>12-month employee</i>	<i>Part-Year Employee</i>
Employee	\$13.34	\$18.25
Employee & Children	\$31.57	\$43.20
Employee & Spouse	\$28.66	\$39.22
Employee & Family	\$47.22	\$64.61
\$1,000 annual maximum		
Preventative paid at 100%, deductible waived		
No waiting periods		

VSP Vision Plan		
Employee Bi-Weekly Cost		
	<i>12-month employee</i>	<i>Part-Year Employee</i>
Employee	\$5.06	\$6.92
Employee + One	\$8.52	\$11.66
Employee & Children	\$8.70	\$11.91
Employee & Family	\$14.03	\$19.19
Exam every 12 months, \$20 co-pay		
Lenses every 12 months, \$20 co-pay		
Frames every 24 months, \$20 co-pay		
Contact lenses are covered instead of frames and lenses, \$135 allowance		