

Employee Benefits

Annual and discretionary leave: Employees begin to accrue annual leave upon hire, but can't use it until completion of their introductory period.

- 3 days of discretionary leave the first year for 9 month employees. If hired after January 1, then they will receive 1.5 hours of discretionary leave.
- 5 days of discretionary leave the first year for 11 month employees.
- 1 day per month of annual leave.

Sick Leave: Employees may begin to accrue sick leave upon hire, but can't use it until completion of their introductory period.

- 1 day per month of sick leave.

Paid Holidays

- New Year's Day
- Martin Luther King, Jr. Birthday
- All President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Columbus Day
- Christmas Day

Health Insurance: Employees are eligible the first of the month after completing their first 60 days of employment.

- Agency pays 90% Employee Coverage (High Deductible Plan)
- Agency pays 50% toward other coverages (High Deductible Plan)

Dental Insurance: Employees are eligible the first of the month after completing their first 60 days of employment.

- Agency pays 50% Dental

Life & Disability Insurance: Employees are eligible the first of the month after completing their first 60 days of employment.

- Agency pays 60%, after 5 years of employment the agency pays 100%.
- Additional group term life available to employees.

Vision Insurance: Employees are eligible the first of the month after completing their first 60 days of employment.

401K: Employees are eligible after one year with the agency and 1,000 hours of work from the time of hire.

- Agency matches up to 50% of what you put in up to 8% of your salary. Employees are fully vested upon entering the plan.

Pay Day

- Paid Bi-weekly.
- Checks will be mailed from the Administrative Office in Hiawatha every other Wednesday.
- Direct Deposit is available.

Travel

- Mileage is reimbursed 53.5 cents per mile to use your own vehicle while on agency business.
- Agency vehicles are available for use.
- Out of area expenses are paid according to the federal guidelines.

All staff are required to complete the following before an offer of employment will be made:

- Health Assessment and TB skin test.
- Drug Screen.
- Background Check.
- Motor Vehicle Report.
- CDL Physical if position requires one.