



Advancing Individual  
& Community Health

Lisa Otto, LCSW  
Chief Executive Officer

Teresa M. Burbank  
Board Chair

## BENEFIT SUMMARY

### **Full Time** (30-40 hours)\*\*

Vacation:	15 days earned on an accrual system from date of employment. 20 days earned on an accrual system after 5 years of employment. A maximum balance of 25 days applicable to vacation time.
Holidays:	12 (See Employee Handbook for specific days)
Personal Time:	5 days earned on an accrual system from date of employment. A maximum balance of 10 days applicable to personal time.
Sick:	12 days earned on an accrual system from date of employment. A maximum balance of 120 days applicable to sick time.
Insurance:	<ul style="list-style-type: none"><li>• Medical Insurance (20% employee premium cost share for base plan on employee plan/25% for double/family plans).</li><li>• Dental Insurance: (50% of employee plan cost share)</li><li>• Agency-paid Long-Term Disability and Life Insurance.</li><li>• Voluntary supplemental Life Insurance.</li></ul>
Retirement Plan:	403(b) plan available upon employment. <b>Elective:</b> After 1 year of service (either Jan 1 or July 1 depending on your hire date) CFA will match 50% of dollars you contribute, up to 4% of salary. <b>Non-Elective*:</b> Once eligible, employees hired after 12/31/14 will receive a 2% contribution annually that will increase to 4% after obtaining 8 years of service. Employees hired on or before 12/31/14 will receive a 4% contribution.

### **Part Time** (20-29 hours)

Holidays:	12 (See Employee Handbook for specific days)
Release Days:	<ul style="list-style-type: none"><li>• 20-23 hrs/wk - 4 hrs/mo (up to 8 after 5 years of employment)</li><li>• 24-26 hrs/wk – 6 hrs/mo (up to 10 after 5 years of employment)</li><li>• 27-29 hrs/wk – 8 hrs/mo (up to 12 after 5 years of employment)</li></ul> A maximum balance of 25 days applicable to release time.
Insurance:	Medical Insurance available with prorated premium cost share.
Retirement Plan:	See details above

Contact the Human Resources Department at [HR@childandfamilyagency.org](mailto:HR@childandfamilyagency.org) for specific information.

\*\* For staff working between 30 and 39 hours per week, some benefits are calculated on a pro-rated basis.