



Full-Time Employee Benefits provided by PVPSA

(Employees working 40 hours a week)

Paid Time Off – 21 days per year for first 3 years, increasing to 27 days after 3 years of employment

Holidays - 16 paid holidays per year

Bereavement Leave – 3 days paid + 2 more days paid if travel of 250 miles or more is required

Medical Plan – Agency pays the majority of the premiums for employees and dependents (employee contribution depends on the number of dependents included. Employee only rate currently at \$60.00 per month. Employee + Spouse rate is currently \$110.00 per month. This is an HMO or PPO Plan with \$0 annual deductible. Some copays may apply for certain medical procedures. Details are provided in the medical plan manual provided to new hires).

Dental Plan - Agency contributions pay a majority of the premiums for employees and dependents

Vision Plan - Agency contributions pay a majority of the premiums for employees and dependents

Life Insurance – Agency paid \$25,000 term policy. Employee may purchase additional life insurance

Retirement – Agency paid retirement contribution – 2% of annual salary for first 5 years of employment and increasing to 5% of annual salary after 5 years of employment

Flexible Spending Account – Employees may elect this pre-tax program to cover qualifying health care expenses

Please note: The examples provided here are for reference only.

Part-Time Employees Benefits provided by PVPSA

(Employees Working Less than 30 hours)

Paid Time Off – 21 days per year for first 3 years, increasing to 27 days after 3 years of employment; prorated by the number of hours scheduled to work per week

(example: If an employee is scheduled to work 30 hours a week, 6 hours per day, paid time off will be earned at a rate of 6 hours per day, not the full 8 hours afforded to full time employees)

Holidays - 16 paid holidays per year; prorated by the number of hours scheduled to work per week *(example: If an employee is scheduled to work 30 hours a week, 6 hours per day, holiday pay will equate to 6 hours, not the full 8 hours afforded to the full time employee)*

Bereavement Leave – 3 days paid + 2 more days paid if travel of 250 miles or more is required (prorated by the number of hours scheduled to work per week. *Example: If an employee is scheduled to work 30 hours a week, 6 hours per day, bereavement pay is calculated at 6 hours per day and equate to 1 day of bereavement pay).*

Medical Plan – **Employees must be scheduled to work a minimum of 30 hours per week to be eligible for Medical Plan Health Coverage. Employees hired for less than 30 hours a week are ineligible for health coverage.** For those who qualify, copays do apply on a monthly basis and based on the prorated hours scheduled to work per week.

Agency pays the majority of the premiums for employees and dependents (employee contribution depends on the number of dependents included. Copayment amounts for eligible part-time employees are calculated based on the number of dependents covered. Examples are difficult to provide as insurance coverage is based on various factors such as age and number of dependents). Human Resources will work with each eligible hire to calculate monthly employee copayments.

Dental Plan - (Eligible only for those who work a minimum of 30 hours per week). Agency contributions pay a majority of the premiums for employees and dependents

Vision Plan – (Eligible only for those who work a minimum of 30 hours per week). Agency contributions pay a majority of the premiums for employees and dependents

Life Insurance – Agency paid \$25,000 term policy. Employee may purchase additional life insurance. (Must work a minimum of 20 hours per week to be eligible for this benefit)

Summary of PVPSA Benefits
Updated July 2015
Benefits Subject to Change by Board Approval

Retirement – Agency paid retirement contribution – 2% of annual salary for first 5 years of employment and increasing to 5% of annual salary after 5 years of employment. (employees working 20 hours per week or more are eligible for this benefit in accordance with the 403B Plan).

Flexible Spending Account – Employees may elect this pre-tax program to cover qualifying health care expenses