

Adopted 1/09

Subject: Personnel Policy #36

BENEFIT ALLOWANCE

Benefit Allowance

All Full time employees and part time employees hired prior to January 1, 2007 are eligible for an agency sponsored benefit allowance to defray the cost to the employee for employee benefits. The benefit allowance percentage rate or the dollar amount of the benefit allowance is determined by the Executive Director or their designee.

Forfeiture of Benefit Allowance

An eligible employee who received notification from Human Resources via written correspondence email that they are required to complete their benefit selection process and fails to contact human resource for employee processing, within 30 of the initial notification will forfeiture their benefits allowance for that calendar year. The actual date of the processing must not be more than 45 days from the date of the initial employee notification. Unforeseen situations or circumstances will be considered on case by case basis, and at the discretion of the Executive Director or their designee.

New Full-Time hired during the benefit year (Eligibility)

New Full-Time employees hired prior to September 1st of the current benefit year will be eligible for the agency sponsored benefit allowance during the current benefit year. New Full-Time employees hired between the months of September through December of the current benefit year will not be eligible for the agency sponsored benefit allowance until the next benefit year begins. Presently, the benefit year coincides with the calendar year.