



# Canopy Center

Dane County CASA • Oasis • Parent to Child

January 2020

Dear Applicant:

Thank you for your interest in the position of Volunteer & Fundraising Coordinator for the Canopy Center, Inc. Enclosed you will find information about the position as well as materials to be completed as part of your application.

A complete application must include the following items:

- Cover letter
- Résumé
- List of three professional references
- Completed application questions
- Completed release statement/background check authorization
- Completed federal reporting form

Applications may be submitted to the following addresses:

**Mail**

Attn: Human Resources  
Canopy Center, Inc.  
2445 Darwin Rd., Suite 15  
Madison, WI 53704

**Email**

[martia@canopycenter.org](mailto:martia@canopycenter.org)

The position will be posted until filled.

Sincerely,

Donna Fox, MSSW, CAPSW  
Executive Director

Enclosures

The Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. The Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.

# CANOPY CENTER, INC. JOB ANNOUNCEMENT

Volunteer & Fundraising Coordinator



## AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.  
Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

## PROGRAM DESCRIPTIONS

Canopy Center is a non-profit organization providing three distinct programs. These programs offer support, advocacy and therapy to families with diverse backgrounds by trained staff and our extensive intern and volunteer program.

**CASA**, which stands for Court Appointed Special Advocates, is a program that provides trained community advocates to kids who have experienced abuse or neglect and are under the protection of the courts. Advocates work with one child or sibling group, and visit weekly, get to know their situation, and provide a voice for their kid in court when the judge is making important decisions that will affect the child.

The **Oasis** program provides trauma-informed therapy for survivors of sexual abuse and their non-offending caregivers.

The **Parent to Child** Program (P2C) works in collaboration with Dane County Human Services providing supervised visits on nights and weekends to families in the foster care system. P2C also works with families who are referred by other professionals or self-referred. Besides supervision, P2C offers support, advocacy, and the tools needed to empower families.

The canopy of services provides families and our community with skills and resources to strengthen and empower.

## POSITION SUMMARY

The Volunteer & Fundraising Coordinator (VFC) is responsible for recruiting qualified volunteers for all of the agency programs, fundraising, and administrative needs; maintaining records on all volunteers; conducting background and reference checks on all new volunteers and initial screening interviews; conducting exit interviews with departing volunteers; overseeing volunteer appreciation efforts; and providing volunteer data for all required reports.

The VFC is responsible for organizing Canopy Center's fundraising efforts including major gifts, planned giving, small grants, and special events. The VFC will be supported by a fundraising committee for the major special event, and by the Executive Director on all other fundraising areas.

## QUALIFICATIONS

The VFC position requires a person with past experience in volunteer recruitment and fundraising, strong organizational skills, database management experience, excellent written and verbal communication skills, and a demonstrated ability and desire to motivate volunteers.

The VFC must embrace the mission of Canopy Center; possess the skills to work with fundraising committee members, board members, development interns and other volunteers; have the desire and drive to get out of the office and build external relationships; be a self-starter and goal driven to initiate volunteer contacts, donor visits and fundraising calls; be organized and exhibit follow-through on tasks and goals; display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability. Experience in the non-profit arena a plus.

## DUTIES

### Volunteer Coordination

- Recruit volunteers to adequately meet the volunteer needs of all programs of the agency and agency administration.
- Speak in public forums about agency services and volunteer opportunities.
- Maintain a system to ensure immediate follow-up with all potential volunteers to the point of placement into a volunteer position.
- Maintain agency volunteer records and database according to agency policy on record retention.
- Maintain a system to ensure consistent and adequate follow-through by program staff, updates to volunteer information, performance evaluations, training dates, and termination dates.

- Provide system to maintain open communication between the Volunteer Coordinator, agency and all agency volunteers.
- Supervise administrative/office volunteers, as needed.
- Routinely publish public service announcements or update applicable websites for agency volunteer needs.
- Work with staff to develop and maintain accurate volunteer job descriptions.
- Conduct background and reference checks on all potential volunteers, according to agency policy.
- Conduct initial interview with potential volunteers to determine fitness for the agency and programs.
- Work with program directors to match potential volunteers with appropriate volunteer positions.
- Provide volunteer data for reports as required.
- Coordinate and execute a Volunteer Recognition Event each year with the assistance of other staff.

#### Grants

- Research potential grants to determine fit with one or more of the programs of Canopy Center
- Make personal connections with potential grant sources as appropriate
- Work closely with Executive Director and all program directors to determine funding priorities and best fit with grant source
- Maintain a database/spreadsheet with potential grants, written grants, awarded grants, non-awarded grants and reason, and important dates
- Write grant applications and seek input from relevant sources, as appropriate and directed by the Executive Director

#### Events

- Coordinate fundraising events utilizing a fundraising committee of members to oversee all aspects of the event
- Assist Board efforts for corporate sponsorship to insure each sponsor has a personal connection with the agency and receives all promised advertising
- Coordinate silent/live auction procurement, and development of auction packages for the event

#### Individual Donors/Major Gifts

- Grow a major gifts program including identification, cultivation, and solicitation of major donors
- Identify donors of the agency that may develop into long-term donors or major gifts
- Oversee fundraising database and tracking systems

#### Supervision

- Oversee any fundraising volunteers and/or development interns

### HOURS REQUIRED

35 hours per week, generally during regular business hours, with the bulk of hours occurring Monday through Thursday. Some flexibility with schedule. Some evening or weekend hours may be necessary to attend volunteer recruitment functions or to meet with volunteers or fundraising contacts who are unavailable during normal business hours.

### OTHER REQUIREMENTS

- High school diploma or GED plus four to six years of work history.
- Three to five years of experience with fundraising and volunteer coordination
- Ability to lift up to 25 lbs.

### SALARY AND BENEFITS

\$32,760 - \$35,568 annually, based on qualifications. Long-term disability and life insurance policy premiums paid in full by agency. Health insurance is available for employees working 30 or more hours per week, with single coverage paid 90% by the agency. SIMPLE IRA payroll contribution available with agency match of 1-3%. A full Benefits Summary is included in the application packet.

### TO APPLY

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact the Human Resources Manager at [martia@canopycenter.org](mailto:martia@canopycenter.org) to receive an application packet. Must return cover letter; resume; a list of three professional references; answers to application questions; completed employee verification, authorization, and release statement and background check authorization; and completed federal reporting form. The position will be posted until filled.

The Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. The Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.



# CANOPY CENTER, INC.

## Application Questions

### Volunteer & Fundraising Coordinator

#### Instructions:

Please include the following information when you submit your cover letter and résumé for the Volunteer & Fundraising Coordinator position at the Canopy Center.

1. Basic Qualifications of Position – please CLEARLY state how you meet the qualifications either on a separate form or within your cover letter and résumé:
  - a. Experience with volunteer recruitment and fundraising.
  - b. Database management experience.
  - c. Experience in building professional relationships.

2. Please answer the following questions:

- a. Are you proficient in Microsoft Office (specifically, Word and Excel) and willingness to learn new software for client health information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.

\_\_\_\_\_Yes      \_\_\_\_\_No

- b. If required, do you have a valid Wisconsin driver's license?

\_\_\_\_\_Yes      \_\_\_\_\_No

- c. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

\_\_\_\_\_Yes      \_\_\_\_\_No

- d. The hours required for this position are: 35 hours per week, generally during regular business hours, with the bulk of hours occurring Monday through Thursday. Some flexibility with schedule. Some evening or weekend hours may be necessary to attend volunteer recruitment functions or to meet with volunteers or fundraising contacts who are unavailable during normal business hours. Staff meeting second Wednesday of each month at noon. Do you have any ongoing schedule conflicts with the times above?

\_\_\_\_\_No      \_\_\_\_\_Yes, please specify \_\_\_\_\_

Are there any days/times you are NOT currently available to work?

\_\_\_\_\_No      \_\_\_\_\_Yes, please specify \_\_\_\_\_

- e. How did you learn of the position opening with our agency?

\_\_\_ Agency website

\_\_\_ Job Announcement posting – if so, where? \_\_\_\_\_

\_\_\_ Word of mouth

\_\_\_ Other \_\_\_\_\_



# CANOPY CENTER, INC.

## Employee Verification, Authorization & Release Statement

I certify that the information provided by me in my application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal, and I agree that Canopy Center, Inc. shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools, and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment, character, and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools, and persons from any liability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Background Check Disclosure and Authorization Form

In the interest of maintaining the safety and security of those we serve, Canopy Center, Inc. will order a "consumer report" (a background report) on you in connection with your application to be employed by or volunteer with Canopy Center.

The background check will be conducted by an outside company, which will prepare a background check report for Canopy Center. Information on the company, including contact information, can be obtained from Canopy Center.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; and credit reports. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews). The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting Canopy Center. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

## Authorization for Background Checks

After carefully reading this Background Check Disclosure and Authorization form, I authorize Canopy Center to order my background report, including investigative consumer reports.

For purposes of the background report, I authorize the following agencies and entities to disclose all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal state and local courts; the military; credit bureaus; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, and professional credentials and licenses.

I agree that Canopy Center may rely on this authorization to order background reports, including investigative consumer reports, without asking me for my authorization again as allowed by law. I also agree that a copy of this form is equally as valid as the signed original. I certify that all of my personal information on this form is *true and correct*, and I understand that dishonesty could disqualify me from consideration for employment or volunteer opportunities with Canopy Center.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden/Other Names \_\_\_\_\_

Social Security Number \_\_\_\_\_ DOB \_\_\_\_\_

Gender: Female Male Other

Race: American Indian or Alaskan Native Asian or Pacific Islander Black White Other

*Addresses Within the Past Seven Years (use a separate sheet as needed):*

Present Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Prior Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

Prior Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

<p>_____</p> <p><b>Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
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*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is



placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>



# CANOPY CENTER, INC..

## Federal Government Reporting Form

The following information is requested to meet requirements for federal government reporting, payroll and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group.

Name \_\_\_\_\_ Sex Female\_\_\_\_ Male\_\_\_\_ Other\_\_\_\_

Current Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

Position applied for \_\_\_\_\_

Disability, if any Yes\_\_\_\_ No\_\_\_\_

Ethnic/Racial Background Alaskan Indian \_\_\_\_\_

African American/Black \_\_\_\_\_

American Indian \_\_\_\_\_

Asian \_\_\_\_\_

Hispanic/Latino \_\_\_\_\_

White/Caucasian \_\_\_\_\_

Armed Forces Veteran Yes\_\_\_\_ No\_\_\_\_



# CANOPY CENTER, INC.

## Benefits Summary

**Health-Vision Insurance** Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

**Dental Insurance** Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. Employee must choose a primary dentist from the Dentist Provider list. Diagnostic, preventative and restorative services are covered at 100%; extractions, endodontics (except wisdom teeth, covered at 50%) and periodontics are covered at 80%; and major restorative, prosthodontics and orthodontics (for covered family members age 18 and under) are covered at 50%. There is an annual non-orthodontic maximum of \$1,200. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

**Group Life Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

**Long-Term Disability Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

**Retirement savings:** Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

**Flexible Spending Account** Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Annual limit of \$2500 for medical reimbursement and \$5000 for dependent care and may rollover up to \$500 each year. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

**Employee Assistance Program (EAP)** Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential. *(Amended 2/27/2019)*

**AFLAC Insurance** Available to all employees (if taking short-term disability policy, employee must be 30 hours or more). Existing employees may sign up for coverage at any time if the premium is being deducted from payroll post-tax. To deduct the premium pre-tax, employees must sign up for coverage during open enrollment each December. A representative from AFLAC Insurance will meet individually with each employee to review insurance options.

**Paid Vacation Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

80 hours or 2 weeks during first year of employment

120 hours or 3 weeks during second and third year of employment

160 hours or 4 weeks during the fourth and subsequent years of employment

**Paid Sick Time Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

**Paid Holiday Time** Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 84 hours of Holiday pay per year (this includes time for two personal holidays).

**Compensatory Time** Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

**Staff Health and Wellness Fund** Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff. *(Amended 2/27/2019)*

**Continuing Education** Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

**Pay periods** Employees are paid on the 15<sup>th</sup> and last day of each month.