



**Employee Benefits**

**Purpose:** As part of its efforts to maintain Pajarito Environmental Education Center (PEEC) as a sustainable organization, the PEEC Board is committed to providing fair and competitive compensation and benefits to staff.

**Scope:** Benefits are offered to all regular full-time and part-time employees.

**Regular employee:** Any individual, except a Casual employee, who holds a signed Letter of Employment (LOE) with PEEC.

**Full-Time employee:** An individual who holds a signed Letter of Employment (LOE) with PEEC, and works 40 or more hours per week.

**Part-Time employee:** An individual who holds a signed Letter of Employment (LOE) with PEEC, who works fewer than 40 hours per week

**Casual employee:** An individual who holds a signed Letter of Employment (LOE) with PEEC, who works on an as-needed basis and receives no benefits except sick leave

**Contract employee:** An individual who contracts their services with PEEC for a set fee. PEEC issues a 1099, not a W2, to a contract employee.

**Policies:**

A. Time Off

a. Paid Time Off (PTO)

All regular employees accrue PTO each calendar month.

Accrual Rates for Full Time Employees

Years of Service	0-4	5-9	10+
Accrual Rate	10 hours	13.33 hours	16.67 hours

Regular part-time employees shall be prorated PTO based on their hours worked.

Only accrued PTO may be used. PTO shall be paid at the employee's current rate of pay. Employees who sever employment in good standing shall have their remaining unused PTO paid out up to one full year. Good standing includes voluntary resignation with a minimum of two working weeks notice, retirement, or



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voluntary separation that does not include termination based on substantiated facts that violate state law, regulation, board policy or contract provisions.

b. Unpaid Time Off (UPTO)

All regular employees are eligible for unlimited UPTO, which may be granted at the discretion of the employee's direct supervisor or the Executive Director.

c. Family and Medical Leave

Regular employees who have worked for at least 12 months and have at least 1,250 hours of service during the 12 months before their leave starts are eligible for 12 weeks of unpaid family and/or medical leave. Employees can choose to run this leave concurrently with their accrued leave or exhaust their leave bank prior. The employee's employment is guaranteed upon their return.

d. Maternity/ Paternity Leave

Regular employees who have worked for at least 6 months may take up to 6 weeks of paid leave for the birth of a child, or placement of a child for adoption or foster care, to bond with the newborn or newly placed child. This leave shall not be deducted from an employee's leave banks. Additional leave beyond the 6 weeks shall be taken from an employee's leave banks.

e. Bereavement Leave

Regular full-time PEEC employees are entitled to up to five days of paid bereavement leave if an immediate family member dies. Immediate family includes a person's spouse or domestic partner, parent, grandparent, sibling, child, or any other member of their immediate household. Any other request for bereavement leave shall be approved at the discretion of the Executive Director.

f. Holidays

PEEC shall recognize the following as paid holidays for regular, full-time employees:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veteran's Day



9. Thanksgiving Day
10. Christmas Eve Day
11. Christmas Day

PEEC shall recognize the following as paid holidays for regular, part-time employees:

1. New Year's Day
2. Independence Day
3. Thanksgiving Day
4. Christmas Eve Day
5. Christmas Day

Holidays shall be paid at the employee's regular hourly or daily rate of pay. If an employee works on a holiday, the employee may substitute another day within the same pay period or subsequent pay period as their recognized holiday. Employees shall request their substituted holiday from their supervisors.

g. Sick Leave

All employees shall accrue 1 hour of sick leave for every 30 hours worked.

- I. Non-Exempt employees shall accrue sick leave based on hours worked as calculated by PEEC's payroll system.
- II. Exempt employees shall be granted 69.33 hours of sick leave annually on January 1<sup>st</sup>. For any new hire, sick leave hours shall be prorated based on hire date.
- III. Unused sick leave up to 69.33 hours may carry over to the next year.
- IV. An employee who uses sick leave for three (3) or more consecutive days may be required to provide documentation to the Executive Director.
- V. Employees shall report sick leave in increments of 15 minutes (0.25 hrs).
- VI. If an employee knows in advance that they are going to use sick leave for 2 or more consecutive days, they are expected to inform their supervisor in advance of the leave taken.



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VII. If an employee's sick leave absence exceeds their number of accrued sick leave hours, they may use available PTO hours or UPTO in accordance with this policy.

VIII. Sick leave is not paid out at the time of termination of employment.

## B. Medical and Dental Insurance

PEEC offers medical and dental insurance for regular employees who are authorized to work at least 30 hours per week. PEEC pays 50% of insurance premiums for our employees and their dependents. No other types of insurance are offered at this time except Workers' Compensation Insurance.

## C. SIMPLE IRA Plan

One of the benefits offered to eligible regular employees is participation in a Savings Incentive Match Plan, or "SIMPLE IRA." The following statements are intended to provide information about PEEC's policies on the administration of the Plan . To the extent any adjustments in PEEC's practices are required to conform to federal law, they will be made.

a. Employees may defer 0% to 100% of their compensation, not to exceed the amount allowed by law. They are not required to contribute every year to participate in the plan.

b. PEEC will match an employee's contributions, up to 3% of that employee's salary/wages. The precise percentage of the match will be reflected in the PEEC SIMPLE IRA Notification to Eligible Employees that will be provided to every employee by the Executive Director prior to an employee's sixty-day election period, on or about an employee's third month of employment. This form is also used by employees to inform PEEC of their monthly contribution amount or percentage.

c. Employee Eligibility: Eligible employees include all regular employees who have worked for a minimum of three months and earned at least \$5,000 in the past year.



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## D. Professional Development

Staff are encouraged to seek out opportunities to further their education and to contribute to their peers' education in topics related to their job duties. Any professional development opportunity or professional certification that costs more than \$50 or lasts more than 1/2 day must be approved by the supervisor.

## E. Discounts

Regular employees are granted free PEEC membership and a 40% discount in the gift shop. Regular employees and their family members may participate in all PEEC programs free of charge unless the program fee is greater than \$100. If the fee is greater than \$100, employees shall pay 50% of the program fee per person.

PEEC offers a monthly stipend to any employee who uses their personal cell phone to conduct PEEC business for safety or operational purposes. Employees are responsible for opting in and out of this benefit. Cell phone stipends will take effect the month the employee opts in. Upon termination, cell phone reimbursement shall be ended upon the employee's final date of employment. For the purposes of this policy, the word "use" is defined as

- Having their personal cell phone available during their work day/working hours
- Ensuring sufficient battery life
- Responding to texts, calls, or emails through their device in a reasonable amount of time

Full-time employees: \$50/month

Part-time employees: \$25/month