

# Self-Hired Staff Toolkit

## Self-Hired Staff Benefits

Did you know the fringe rate in your budget includes self-hired staff benefits? Check out some of the benefits available to self-hired staff below.

**Full-time employees** are employees who are regularly scheduled to work 32-40 hours per week and have been designated as full-time in ADP (our payroll system).

**Part-time or per diem employees** are employees who work irregularly and/or are generally scheduled to work less than 32 hours a week.

### BENEFITS FOR ALL SELF-HIRED STAFF MEMBERS:

**Paid Sick Time:** Self-hired staff members earn one hour of paid sick leave for every 30 hours worked and can use up to 56 hours of sick time a calendar year. Staff members can see their sick time balance in ADP and should reach out to their FI supervisor to request sick time, or request sick time directly in ADP.

**403B Retirement Plan:** The employee can open and contribute to a 403B retirement plan. Note: Heritage Christian Services does not contribute to this plan.

**Jury Duty:** If the self-hired employee is summoned for jury duty, they will be paid the NYS mandated per diem for the first three days of jury service. The employee should send their proof of attendance to their FI Supervisor.

**Employee Assistance Program:** Through this program, confidential advice and short-term counseling are provided for any employee or member of an employee's family who requests it.

**Success Coaches:** A success coach helps employees overcome personal barriers that may impact their work by connecting them to necessary resources. They also provide training, education, health and financial wellness information to reduce stress and improve work-life balance.

### ADDITIONAL BENEFITS FOR FULL-TIME SELF-HIRED STAFF MEMBERS:

**Paid Floating Holidays:** Full-time self-hired staff members are given six floating holidays to use on days that are important to them. This could include their birthday, major holidays, etc.

**Vacation Time:** Full-time self-hired staff members accrue vacation time based on how long they have been employed and if they are a 32-hour full-time employee or a 40-hour full-time employee.

#### 40-Hour Employee Vacation Accrual Schedule (32-hour employees receive a prorated amount of vacation):

| Years of Service | Vacation Hours | Accrual Per Pay Period |
|------------------|----------------|------------------------|
| <1 year          | 32             | 1.2308                 |
| 1+ years         | 80             | 3.0769                 |

**Death in Family:** Full-time employees will receive up to three days of paid leave for the loss of immediate family. They will receive one day of paid leave for the loss of a grandparent or grandparent-in-law. We understand that family units vary amongst families and if they experience the loss of someone they define as family that does not fit in the definitions above, they should speak with their FI contact.

**Health/Dental/Vision Insurance:** Full-time employees are eligible to enroll themselves and their families in health, dental and/or vision insurance. Those enrolled in health insurance through Heritage Christian Services also have access to free telehealth services through HealthiestYou.

**Supplemental Insurance:** During open enrollment, full-time employees are eligible to enroll in supplemental insurance such as additional disability coverage, accident coverage and life insurance.

**Life Insurance:** Full-time employees are provided with life insurance equal to 3x their base salary up to a maximum of \$300,000. This amount is reduced for those who are over the age of 70.

**Flexible Spending Account (health care and child care):** Employees enrolled in Heritage Christian Services health insurance can open and contribute to an FSA for health care and/or child care. Note: Heritage Christian Services does not contribute to these plans.

**Health Savings Account (HSA):** Employees enrolled in the high deductible health insurance plan can open and contribute to a HSA for health care. Note: Heritage Christian Services does not contribute to this plan.

**New York Paid Family Leave:** PFL is granted to eligible employees who need time off to care for qualifying family members. See the employee handbook for more details or contact HR Works.

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HR Works is our employee resource benefit center and your go-to resource for answers to questions on benefits and human resource policies, such as benefit coverage and eligibility information, enrollment support, claim advocacy and medical disability leave.

Contact: (844) 728-2821 or [heritagecs@hrworks-inc.com](mailto:heritagecs@hrworks-inc.com)