



HIRING INFORMATION

EMPLOYEE BENEFITS

BENEFITS

HEALTH CARE

John Tracy Center offers medical health care coverage (HMO and PPO) with payroll deductions. Healthcare coverage includes medical, vision and dental programs. Dependent Care Assistance and Health Care Reimbursement accounts are also available for those employees who want to participate. Eligibility to participate in health insurance, dental, vision insurance, long-term disability insurance and retirement benefits begins 30 days after first date of employment. Information about plan details is provided online after signing up at the online benefits portal.

LIFE INSURANCE

Benefit-eligible employees also receive basic life insurance at no cost. Employees also may elect to purchase supplemental coverage for themselves, their spouse or children.

401K

The waiting period for new employees to enroll in JTC's Retirement Plan (401K) is **1 month**. In line with best practices, we have implemented automatic enrollment with a contribution **rate of 5%**. This means that 5% of your gross salary is automatically deducted from your paycheck and added to your 401k plan. Employees have the option to increase or decrease the rate themselves or opt out of the enrollment completely if they decide not to participate in the plan.

IMPORTANT FACTS:

- You can contribute to a Traditional **Pre-Tax** 401k Plan or a **Roth**:

Pre-Tax means contributions will be withheld from your gross pay before taxes so you will gain a tax benefit now. When you withdraw the funds in retirement you will pay tax on the money then. If you contribute to the **Roth** plan, then contributions will be withheld from your net pay after taxes so there is no tax benefit now. However, when you withdraw the money in retirement you will not pay any tax on that income.

- You can set your contribution in **Dollar amounts** or **Percentages**

Here is an easy chart to understand the matching that JTC offers:

Employee contribution per paycheck	JTC match per paycheck
1%	1%
2%	2%
3%	3%
4%	3.5%
5%	4%
Above 6%	4%

You can also contribute a fixed dollar amount, and then the payroll company will calculate the percentage of your gross pay to determine the match amount.

Because employee deferrals to a 401(k) Retirement Savings Plan are automatically deducted from their pay before federal and state tax withholdings are calculated, employees save tax dollars now by having their current taxable amount reduced. The amounts deducted will generally be taxed when they are finally distributed.

HOLIDAYS

Benefit, eligible employees are eligible for the following paid holidays:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

JTC will be closed for approximately one week during the Christmas holiday season, between Christmas Day and New Year's Day. The exact dates of closure will be announced at the beginning of each fiscal year.

Generally, holidays are observed on the actual date of the holiday; however, when one of the above holidays falls on a Saturday, it will generally be observed on the preceding Friday; if the holiday falls on a Sunday, it will generally be observed on the following Monday.

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible nonexempt employees who are scheduled to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day, or the eligible employee will receive an additional day off for working on the holiday at the option of the Organization.

Holidays are paid at the employee’s regular base pay rate. Holiday pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Holiday pay will not be counted as hours worked for the purposes of determining overtime pay.

Generally, if a holiday falls within an eligible employee’s approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day. If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate).

PAID VACATION TIME

We know how hard our employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking their paid vacation time.

52- week Employees

Employees who work on a 52-week work schedule are eligible for vacation time off.

Eligible **40-hour employees** accumulate paid vacation time as follows:

	Vacation Days	PTO Hours	Hours Accrued	Maximum
Length of Service	Per Year	Per Year	Per Paycheck	Balance (Hours)
0-4 Years	12	96	3.69	144.0
5-14 Years	17	136	5.23	204.0
15-24 Years	22	176	6.77	264.0
25+ Years	27	216	8.31	324.0

Eligible **35-hour employees** accumulate paid vacation time as follows:

	Vacation Days	PTO Hours	Hours Accrued	Maximum
Length of Service	Per Year	Per Year	Per Paycheck	Balance (Hours)
0-4 Years	12	84	3.23	126.0
5-14 Years	17	119	4.58	178.5
15-24 Years	22	154	5.92	231.0
25+ Years	27	189	7.27	283.5

For purposes of this policy, the plan year is the consecutive twelve (12) month period beginning on their date of hire and ending on the employee's anniversary date. During an unpaid leave of absence, employees will not accumulate vacation time.

Eligible employees may begin using their available paid vacation time after completing 90 days of employment.

To take vacation, employees must request approval from their supervisor as far in advance as possible of the anticipated time off. Requests will be reviewed based on several factors, including business needs and staffing requirements. Although we will attempt to accommodate a timely submitted request, we cannot guarantee that such a request will be granted on all occasions. In case of a conflict between two-time off requests, we will generally use length of service with the Organization as a baseline for determination, although certain exceptions may apply in a case.

Except as otherwise mandated by law, paid vacation time may be used in minimum increments of at least 4 hours.

Employees may not take vacation time in excess of the amount available. Any approved time off that exceeds the amount of available vacation time must be taken as unpaid leave.

Vacation time is paid at the employee's base pay rate at the time used. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Vacation time will not be counted as hours worked for the purposes of determining overtime pay.

Unused vacation time will be carried over from one plan year into the next, subject to the accumulation cap set forth above; employees will not be entitled to pay for this unused time. Once an employee's vacation time balance reaches the accumulation cap his/her vacation time accumulations will cease until the balance falls below the cap, at which time accumulations will resume.

Upon separation of employment, employees will be paid for unused vacation time.

Teachers, Teacher's Aides, and Consultation Employees

Teachers, Teacher's Aides, and Consultation staff who work 46 weeks per year are not eligible for "paid vacation." They are not compensated during the 7 weeks Educational Programs are not in service, but they may request their annual pay to be allocated throughout the fiscal year. They are not eligible to accrue paid time off throughout the school year. They are expected to utilize their off- schedule time as it correlates directly to their assigned yearly schedule.

Teachers, Teacher's Aides and Consultation staff shall be allowed to get 2 discretionary days (shown as ***Paid Time Off in the current timesheet system***) which can roll over and cap at 1.5 times the annual accrual up to 3 days to be used at their discretion during the school year at any time for unexpected or planned events. Upon separation of employment, employees will be paid for this unused time.

	Vacation Days	Discretionary Days (Shown as <i>Paid Time Off</i>)	Discretionary Hours (Shown as <i>Paid Time Off</i>)	Hours Accrued	Maximum
Length of Service	Per Year	Days per Year	Hours Per Year	Per Paycheck	Balance (Hours)
0-4 Years	N/A	2	14	N/A	21.0
5-14 Years	N/A	2	14	N/A	21.0
15-24 Years	N/A	2	14	N/A	21.0
25+ Years	N/A	2	14	N/A	21.0

As each school year commences, the department director will discuss and review the Organization time off policy as it relates to their work schedule. Any additional time off during the school year (excluding unexpected causes such as illness, death, and jury duty) should not be planned, nor acted on, without prior knowledge, arrangement, and approval from the director.

PAID SICK LEAVE

Eligibility

John Tracy Center provides paid sick leave to employees who, on or after July 1, 2016, work in the City of Los Angeles for the Organization for 30 days or more within a year from the commencement of employment and who, in a particular week, perform at least two (2) hours of work per week for the Organization in the City of Los Angeles. For employees who work in the City of Los Angeles who are eligible for paid sick time under the general Paid Sick Leave law and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Leave law and/or any other applicable sick time/leave law or ordinance.

Procedures

All Employees begin accumulating paid sick leave at the start of employment. Paid sick leave accumulates at the rate of one (1) hour for every 30 hours worked, up to a maximum accumulation of 140 hours. Employees who are exempt from overtime pursuant to the California executive, administrative and professional exemptions are assumed to work a 40-hour workweek unless their normal workweek is less than 40 hours, in which case, paid sick leave accumulates based upon that regular workweek. For purposes of this policy, the year is the consecutive 12-month period that follows the Organization's fiscal year.

Unused, accumulated paid sick leave carries over from one fiscal year to the next, but is subject to the cap of 140 accumulated hours. Once the accumulation cap is reached, paid sick leave will stop accumulating until some paid sick leave is used.

VOTING

John Tracy Center encourages all eligible employees to exercise their right to vote.

In the event an employee does not have enough time outside of working hours to vote in a statewide election, he/she will be allowed a maximum of two (2) hours of time off without loss of pay to vote on Election Day. This time should be taken at the beginning or end of the regular work schedule, whichever allows the freest time for voting and the least time off from work.

Where possible, the employee should provide reasonable notice to the Organization of the need for time off to vote.

John Tracy Center realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service. If the required absence presents a serious conflict for Management, employees may be asked to try to postpone jury duty.

Employees also are expected to keep Management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court.

Employees on jury duty leave will be paid for their jury duty, for up to five (5) days.

Employees will be provided with unpaid time off when they are summoned to appear in court as a witness in a judicial proceeding. Employees may use available paid time off to cover the period of absence. Employees subpoenaed for witness duty must notify their supervisor as soon as possible.

Exempt employees will be paid their full salary for any workweek in which time is missed due to jury or witness duty if any work is performed for the Organization during such workweek.