

# LUZERNE COUNTY HEAD START, INC.

## PART TIME Benefit Package

*A Competitive Benefits Package "Comparable to None" from the area's Leader in Early Childhood Education!*

**Academic School Year:** Head Start center-based services operate on a school year basis with preschool beginning August and completed in June. Staff work a "school schedule" according to an academic school calendar.

**Bi-Annual Physical Exam:** Committed to keeping staff healthy, required bi-annual exams with TB screen are reimbursed up to \$25.

**Bilingual Adjustment:** Eligible staff proficient in the use of a second language that benefits the agency can receive 5% pay adjustment.

**Bi-Weekly Pay Schedule:** Bi-weekly pay schedule, Friday pay; 10-month staff can receive pay in a full year option with separate account withholding.

**Career Development/Tuition Reimbursement Program:** Reimbursement at the state equivalent rate for college coursework per semester.

**Career Pay Program "Educational Pay":** Annual subsidy awarded to staff for years of service and advanced education beyond the minimum requirement of the job.

**College Tuition 529 Program-"nowU":** Payroll deduction available; voluntary employee contribution for child college education.

**Credit Union:** Employees can become members of the Cross Valley Federal Credit Union; payroll deduction/direct deposit is available.

**Cost of Living Allocation:** Staff employed on the date of the Federal award will receive a Cost of Living Allocation, based on approved funding.

**E-mail/Internet Access:** Staff e-mail access on the agency website [www.lchs.hsweb.org](http://www.lchs.hsweb.org).

**Employee Assistance Program:** Clinical, outreach and prevention/education services, with Wyoming Valley Alcohol and Drug Services and Mental Health counseling services via LCHS health care provider, supplemental benefit provider.

**Employee Connection Committee (ECC):** Staffing committee to coordinate agency activities that promote positive employee morale.

**Employee Referral Program:** Current employees can refer a prospective applicant for employment in the agency. The referring employee receives \$150 once the referred applicant is hired and completes the initial 90-Day Waiting Period.

**Direct Deposit of Paycheck:** Available with all banking institutions, credit unions.

**Flexible Benefit Plan-Section 125 Plan:** A voluntary employee tax-deferred savings program to offset medical and day care expenses.

**Holidays:** PAID schedule: New Years' Day Memorial Day President's Day Fourth of July (per schedule) Labor Day  
Columbus Day Martin Luther King Day Veteran's Day Spring Vacation (3 days) Thanksgiving (3 days) Christmas Day/Extended Holiday

**"Jean Days":** Casual dress days, typically Fridays each week; staff contribute \$1 to "give back" for specified charitable causes.

**Mileage Reimbursement:** Reimbursement for use of personal vehicle for business related purposes at established Federal Rate.

**Personal Time:** 3 days per school year according to a defined schedule (Sept 1, Dec1, Mar 1) for preschool staff; time may be carried over to consecutive school years, up to 6 days max; Full Year/12-month staff receive 1 day per year (Sept 1).

**Retirement Plans:** LCHS 401(k) plan following a 1 year waiting period, employer-only contribution savings plan at 7% of salary with investment opportunities; Optional 401(k) plan is a voluntary employee-only contribution program with investment opportunities.

**Safety and Wellness Programs:** LCHS is dedicated to the health, safety and well-being of all staff, children and families in the program with a State certified Safety Committee; programs are offered to staff for maintaining a healthy lifestyle.

**Sick Days:** Paid time off for the purposes of illness after 90-Day Waiting period. Accrual begins the first day of work, based on hours worked. Average number of days accrued per year is 11; maximum accrual is 65 working days.

**Smoke Free Environment:** All Head Start facilities are smoke-free; we serve as a role model for children, families and the community.

**Staff Mental Health Services:** On-site counseling services provided by a designated counselor.

**Staff Newsletter "Center Connection":** Agency prepared newsletter keeping the staff "connected" by sharing agency news and benefits.

**Student Loan Forgiveness:** Deferment and/or cancellation of eligible student loans for bachelor's degree; certain restrictions apply.

**Training Opportunities:** Paid training opportunities for the employee's professional development and career path.

**Vacation Time:** Full Year/12-month staff receive 2 weeks (yr 1) up to 4 weeks (yr 5); time is accrued bi-weekly, carry-over up to 1 weeks' time from one calendar year to next. **Vacation Buy-Back:** Up to 1 week's unused time can be requested to "buy back" at the end of a fiscal year, pending available funding.