

# Convo Support Employee Categories

Staff	Expectation
<b>Full Time (FT)</b> Salary	Minimum of 35 hours on schedule weekly
<b>Part Time (PT)</b> Hourly	Flexible with agreement
<b>General Benefit Staff (GBS)</b> Hourly	Probationary Period 1-2 months Minimum of 10 hours a week

Benefits	FT	PT	GBS
<b>Health Benefits</b> Convo will contribute 70% towards employee's total health premium. Employee can add vision and/or dental at employee's cost without Convo contribution.	✓		
<b>Accrued PTO</b> 15 days per 52 weeks worked; accrued bi-weekly.	✓		
<b>Accrued CTO</b> 15 days per 2080 hours worked; accrued bi-weekly.		✓	
<b>Paid Holidays</b> New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day along with choice of 2 floating holidays per year.	✓		
<b>Matching 401K</b> 25% up to 4% of pay. Vested after 4 years.	✓	✓	
<b>Bereavement</b> 3 days per year with documentation.	✓		
<b>Workers Compensation</b>	✓	✓	✓
<b>FICA / Medicare</b>	✓	✓	✓
<b>Unemployment</b>	✓	✓	✓