



## FAQ LIST

### Frequently Asked Questions

#### HUMAN RESOURCES

##### **Are there any benefits provided for part-time staff?**

A Part-Time position is eligible for agency paid Statutory Benefits (*see Benefits Section*) and the organization's 403(b) Plan. Statutory Benefits include: Worker's Comp, COBRA, Unemployment Insurance, Social Security Insurance

##### **How is PLTO, EMP allotted?**

###### **Planned Time Off**

New, eligible employees and employees newly becoming eligible by moving from part-time status to a full-time status receive an initial PLTO award following successful completion of their Introductory Period or, in the case of those who have newly become eligible after 90 days, based on the month they are hired or in which they become full-time:

The initial awards for PLTO are shown below (based on month of hire/month when become full-time):

January 1 – June 30	80 hours
July 1 – September 30	40 hours
October 1 – December 31	0 hours

PLTO is awarded on January 1<sup>st</sup> of each year according to the schedule below:

Employed less than three (3) years as of January 1 <sup>st</sup> :	144 hours (18 days)
Employed less than five (5) years but at least (3) years as of January 1 <sup>st</sup> :	184 hours (23 days)
Employed more than five (5) years as of January 1 <sup>st</sup> :	224 hours (28 days)
Employed more than five (10) calendar years as of January 1 <sup>st</sup> :	264 hours (33 days)

###### **Extended Medical Plan**

Regular, full-time employees may contribute to their EMP Bank at year-end by depositing up to 40 hours into the bank from PLTO hours she/he may have remaining at the end of the calendar year.

At the end of a calendar year, unused PLTO, up to 80 hours, will roll forward into your PLTO and EMP buckets in the following order:

- 1 - 40 hours PLTO will roll into the next years PLTO bucket.
- 41 - 80 hours PLTO will roll into the next year's EMP bucket



EXAMPLE: If you have 63 PLTO hours left at the end of the year, the following will roll forward.

40 PLTO

23 EMP

The maximum balance an EMP Bank may have is 480 hours.

The hours in the EMP Bank will be available to use after an employee has been absent for more than three (3) days due to medical reasons

**What if I have a vacation already planned?**

Lifeline values balance and understands the need to vacation. If you have a vacation scheduled, please inform your recruiter and supervisor, and we will try our best to accommodate that for you.

If you qualify for PLTO at that time, you would certainly be able to request time off. If not, speak with your supervisor about how this may be able to be arranged.

**Are there promotions?**

Of course. The Company is committed to treating all its employees in a non-discriminatory manner. Employment decisions, including promotions, will be made on the basis of skills, qualifications, abilities, performance, and conduct.

The Company encourages employees to apply for new employment opportunities that become available within the corporation, when employees believes their skills and interests are suited to the new position.

**Are there CEU options available to maintain licensure?**

Any position that holds a state license LCSW, LSW (could be bachelors), is required to obtain a certain number of CEU's. This is a state requirement in order to maintain licensure. We do offer many CEU options throughout the year, some being online, others being within your region.

**When transitioning from part-time to full-time, is this something that automatically happens from FTF hours to wage?**

Your supervisor will discuss any impact on your wages/earnings when he/she discusses with you a move to full-time.

**Would I need to sign another offer letter as well to be considered full-time?**

No, this is processed internally via a Change Notification Form that your supervisor will complete and submit to HR.