



PROSPECTIVE EMPLOYEE AGENCY FACT SHEET

1. **Equal Opportunity Employment:** It is the policy of the NeighborImpact to conduct its business in conformance with all applicable State and Federal civil rights laws. NeighborImpact will practice equal employment opportunity and will not illegally discriminate based on race, color, religion, sex, pregnancy, gender identity, sexual orientation or gender identity, age, national origin, physical or mental disability, military or veteran status, genetic information, citizenship status, or any other protected classification in accordance with applicable federal, state, and local laws. Additionally, it is the special policy of NeighborImpact not to discriminate against any individual based on their political affiliation/beliefs.
2. **Confidentiality:** All employees must maintain the highest degree of confidentiality concerning information they may receive from our program and business customers. This is particularly important to the nature of our mission in order that we can be most effective in our assistance to our participants as well as earn their trust and confidence.
3. **Employee Status at NeighborImpact:**

Introductory Period Employee: Each new NeighborImpact employee serves at least a six month trial period.

Full Time Employee: An employee who regularly works a minimum of 30 hours a week or more on a continuing basis is considered Full Time. A Full-Time Employee has completed the Trial Period and is eligible for all benefits within the limits stated for each benefit. Typically, 90 days for medical insurance and 1st of the month following the 90th day for all other benefits.

Part-Time Employee: An employee who regularly works less than 30 hours a week on a continuing basis is considered to be Part-Time. A Part-Time employee who has completed the Trial Period is eligible for some benefits on a pro-rata Full Time Equivalency (FTE) basis when regular time scheduled is between 20-29 hours per week within the limits stated for each benefit. Check with HR for more information about which Part-Time levels receive which benefits.

Part-Time Employees who regularly works less than 20 hours per week are ineligible for all employer funded benefits with the exception of the Retirement benefit within the limits stated for this benefit, the EAP (Employee Assistance Plan), EAP Wellness Plan, and sick leave under the Oregon Sick Leave Law. Some optional benefits are available for participation paid by the employee. Refer to the Employee Benefits Highlights book available from HR.

Temporary Employee: An employee who is hired on a project basis for a fixed duration with a definite ending date is considered to be Temporary. The employment period will generally not exceed six months. A Temporary Employee does not serve a Trial Period and is ineligible for employer benefits except those mentioned above under Part-Time work less than 20 hours.

On Call Employee: An employee who is hired on a project or program basis who works occasionally with no regular schedule is considered to be On Call. An On Call Employee does not serve a Trial Period and is ineligible for employer benefits except those mentioned above under Part-Time work less than 20 hours.

Bargaining Unit Employee: Certain new employees hired into a Bargaining Unit position in the Head Start Program at NeighborImpact will be represented by the OSEA Union. Dues or Representation fees are required by law to be deducted from the pay of these employees. A Collective Bargaining agreement supersedes most Oregon at-will rules and the NeighborImpact Handbook, if different.



4. Paid Time Off Benefits for Benefited Employees:

- a. Ten Holidays: New Year's Day, MLK Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day. The benefit is accessible immediately.
- b. Two Personal Holidays per calendar year. The benefit is accessible immediately.
- c. For new employees, Annual Leave is earned and prorated (by Full Time Equivalency) each payroll period at the rate of 12 days per year, beginning with the first payroll period. The benefit is accessible upon successful completion of the Trial Period. This leave is accessible for use after 6 months, generally.
- d. Other leave benefits, such as sick leave, are described in the Employee Handbook. Bargaining Agreement employees have exceptions to these leave policies: consult the Collective Bargaining Agreement available from HR.

5. Group Benefits: (These benefit plans may change at any time and are not guaranteed.)

- a. NeighborImpact provides Medical, Dental, Vision and Life Insurance to benefited employees. The coverage begins on the first day of the month following three months of employment, except for medical insurance coverage, which begins on the 90th day. NeighborImpact pays 100% of the employee's premium cost of the basic plan for benefited employees who are regularly scheduled to work at least 30 hours per week on average annually.
- b. As an employee-paid option, NeighborImpact offers Medical (for children only) and/or Dental, Life, and Vision Insurance (for the entire family) for benefited employees who are regularly scheduled to work at least 30 hours per week on average annually. The coverage begins on the first day of the month following three months of employment, except for medical insurance coverage, which begins on the 90th day. NeighborImpact deducts, from the benefited employee's payroll, the entire cost of the family's monthly premium(s), which is tax-exempt.
- c. NeighborImpact provides a Health Reimbursement Account to benefited employees. This 100% employer paid benefit begins on the first day of the month following three months of employment. The plan ends on 8/31, and begins anew on 9/1, annually. Currently, the annual amount is \$300 and is pro-rated by start date.
- d. NeighborImpact offers a Flexible Spending Plan for unreimbursed medical expenses and for child care expenses to benefited employees. This optional benefit begins on the first day of the month following three months of employment. Contributions to such plans are deducted from the employee's monthly compensation, and are tax-exempt. The plan ends on 8/31, and begins anew on 9/1, annually.
- e. NeighborImpact provides a 403b Retirement Plan, for benefited and qualified employees, funded by NeighborImpact 100% and begins after one year of continuous service for all employees who have achieved 1000 hours of paid compensation. Currently, the base amount of 3% of the employee's gross compensation is contributed to the eligible employee's plan. However, if the employee chooses to self-contribute up to 3%, NeighborImpact will match that amount in addition to the base 3%.
- f. NeighborImpact offers (optionally) an opportunity for benefited employees to defer a portion of the compensation to a 403(b) Retirement Plan. This optional 100% employee-funded benefit is available immediately upon employment. Contributions to such plans are deducted from the employee's monthly compensation, and are tax-deferred. All employees are eligible upon hire.
- g. NeighborImpact offers an opportunity for all employees to defer a portion of their compensation to a traditional savings account. This benefit is available immediately upon employment. Contributions to such plans are deducted from the employee's monthly compensation, and are not tax-deferred.
- h. Discounts to health club membership, discount to air ambulance service, free checking account, Verizon personal cell phone discount, pet insurance and AFLAC are other optional benefits available to employees who qualify.

6. Payroll Periods: NeighborImpact pays every two weeks on the Friday following the payroll period end date. Automatic payroll deposit into a personal checking account is required.

7. Work Furloughs: Many NeighborImpact Head Start positions have non-paid furloughs at Thanksgiving, winter break, spring break, and during summer break. Some NeighborImpact employees are eligible for unemployment benefits during furloughed periods. Furloughs are not guaranteed and the scheduling of such is subject to change.