

HCRCDC Employee Benefits Summary Sheet 11/2024 - present

HCRCDC is committed to supporting the well-being of our employees across the spectrum of physical, mental, emotional and financial health. We recognize that benefits are an important component of total compensation, essential for recruitment, retention and engagement of a talented and diverse team.

HCRCDC benefits are based on employment classification. For more information about our benefits, please contact the Executive Director.

Benefit	Eligibility	Description																																																				
PTO	Full-time and Part-Time Employees	<p>We combine vacation and holiday in a Paid Time Off, or PTO program. PTO accrual begins on the first day of employment. Accrual occurs at the following rates; based on length of employment:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Years of Service</th> <th colspan="2" style="text-align: center;">Vacation</th> <th colspan="2" style="text-align: center;">Holiday</th> <th rowspan="2" style="text-align: center;">Total Hours Accrued</th> <th rowspan="2" style="text-align: center;">Cap</th> <th rowspan="2" style="text-align: center;">Accrual Rate/Hour</th> </tr> <tr> <th style="text-align: center;">Weeks</th> <th style="text-align: center;">Hours</th> <th style="text-align: center;">Days</th> <th style="text-align: center;">Hours</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 - 2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">80</td> <td style="text-align: center;">11</td> <td style="text-align: center;">88</td> <td style="text-align: center;">168</td> <td style="text-align: center;">252</td> <td style="text-align: center;">0.0808</td> </tr> <tr> <td style="text-align: center;">3 - 7</td> <td style="text-align: center;">3</td> <td style="text-align: center;">120</td> <td style="text-align: center;">11</td> <td style="text-align: center;">88</td> <td style="text-align: center;">208</td> <td style="text-align: center;">312</td> <td style="text-align: center;">0.1000</td> </tr> <tr> <td style="text-align: center;">8 - 11</td> <td style="text-align: center;">4</td> <td style="text-align: center;">160</td> <td style="text-align: center;">11</td> <td style="text-align: center;">88</td> <td style="text-align: center;">248</td> <td style="text-align: center;">372</td> <td style="text-align: center;">0.1192</td> </tr> <tr> <td style="text-align: center;">12 - 15</td> <td style="text-align: center;">5</td> <td style="text-align: center;">200</td> <td style="text-align: center;">11</td> <td style="text-align: center;">88</td> <td style="text-align: center;">288</td> <td style="text-align: center;">432</td> <td style="text-align: center;">0.1385</td> </tr> <tr> <td style="text-align: center;">15+</td> <td style="text-align: center;">6</td> <td style="text-align: center;">240</td> <td style="text-align: center;">11</td> <td style="text-align: center;">88</td> <td style="text-align: center;">328</td> <td style="text-align: center;">492</td> <td style="text-align: center;">0.1577</td> </tr> </tbody> </table> <p>New employees become eligible to take PTO beginning on the 90th day of employment.</p>	Years of Service	Vacation		Holiday		Total Hours Accrued	Cap	Accrual Rate/Hour	Weeks	Hours	Days	Hours	0 - 2	2	80	11	88	168	252	0.0808	3 - 7	3	120	11	88	208	312	0.1000	8 - 11	4	160	11	88	248	372	0.1192	12 - 15	5	200	11	88	288	432	0.1385	15+	6	240	11	88	328	492	0.1577
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Sick Leave	Full-time, Part-Time, and Temporary and On-Call Employees	<p>All employees will receive 40 hours sick leave on January 1. Sick leave carries over from year to year and can accrue up to an 80 hour cap.</p> <p>New employees will receive 40 hours of sick leave on the day of hire. New employees become eligible to take sick leave beginning on the 90th day of employment.</p>																																																				
Bereavement	Full-time, Part-Time, and Temporary and On-Call Employees	<p>In the event of a death in the family, up to 5 days of leave, with the option of using available PTO, if applicable.</p> <p>To be eligible for bereavement leave, you must be employed for at least 30 days prior to starting leave.</p>																																																				
Health Insurance	Full-time Employees*	<p>We offer one plan. Eligible to join the first of the month following 30 days of employment. Employees pay 0% contribution. A \$200 stipend is offered towards dependent coverage.</p>																																																				

Vision Insurance	Full-time Employees*	We offer one plan. Eligible to join the first of the month following 30 days of employment. Employees pay 0% contribution. Remaining dependent stipend may be applied if not fully expended.
Dental Insurance	Full-time Employees*	We offer one plan. Eligible to join the first of the month following 30 days of employment. Employees pay 0% contribution. Remaining dependent stipend may be applied if not fully expended.
Retirement	Full-time Employees*	We offer enrollment into CalPERS 457 Plan. New employees can join CalPERS 457 Plan on the first full pay period after the 90th day of employment. We currently provide 1:1 match up to 1% of employee's annual salary.
Personal Phone Stipend	Full-time and Part-Time Employees	We offer \$50/mo for employees whose employment date started prior to January 1, 2023 and are required to use their cell phone. HCRC cell phones are provided all other employees requiring work use of a cellular phone.

Humboldt County Resource Conservation District reserves the right to revise, modify, delete, or add to any benefits.

*In some instances, this benefit is offered to "grandfathered" employees employed prior to January 1, 2023.