



BELKNAP COUNTY 2018 OUTLINE OF BENEFITS PART TIME EMPLOYEES

VACATION TIME:

Available for designated regular part time employees who have a work schedule of 20 or more hours per week.

Less than 10 years of Service:

Part time Hours	Monthly Accrual	Annual Accrual	Maximum Accrual
20 hrs/week	5 hrs	60 hrs	120 hrs
24 hrs/week	6 hrs	72 hrs	144 hrs
30 hrs/week	7.5 hrs	90 hrs	180 hrs
32 hrs/week	8 hrs	96 hrs	192 hrs

Over 10 years of Service:

Part time Hours	Monthly Accrual	Annual Accrual	Maximum Accrual
20 hrs/week	6.67 hrs	60 hrs	120 hrs
24 hrs/week	8 hrs	96 hrs	192 hrs
30 hrs/week	10 hrs	120 hrs	240 hrs
32 hrs/week	10.67 hrs	128 hrs	256 hrs

Over 20 years of Service:

Part time Hours	Monthly Accrual	Annual Accrual	Maximum Accrual
20 hrs/week	8 hrs	96 hrs	160 hrs
24 hrs/week	9.6 hrs	115 hrs	192 hrs
30 hrs/week	12 hrs	144 hrs	240 hrs
32 hrs/week	12.8 hrs	154 hrs	256 hrs

SICK TIME:

Available for designated regular part time employees who have a work schedule of 20 or more hours per week.

Part time Hours	Monthly Accrual	Annual Accrual	Maximum Accrual
20 hrs/week	5 hrs	60 hrs	440 hrs
24 hrs/week	6 hrs	72 hrs	528hrs
30 hrs/week	7.5 hrs	90 hrs	660 hrs
32 hrs/week	8 hrs	96 hrs	704 hrs

HOLIDAYS:

Holidays are prorated for designated regular part time employees who have a work schedule of 20 or more hours per week. The County observes eleven paid holidays, as follows:

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and the Day after Thanksgiving Day, Christmas Day, and one Floating Holiday, which must be taken within the current calendar year and can only be taken as a full day. An employee must be employed from the beginning of the calendar year to qualify for this day.

Part time Hours	Holiday Pay
20 hrs/week	4 hrs
24 hrs/week	4.8 hrs
30 hrs/week	6 hrs
32 hrs/week	6.4 hrs

SICK PAY BONUS:

Paid 3 days pay, if employee has used 4 or less sick days during the calendar year. Sick pay bonus is paid the first full week in January the following year only to regular full time employees and prorated for regular part time employees who accrue paid sick leave.

Shift Differentials: Beginning 4/4/12 for New Hires

Nursing Staff

Weekdays	
2 nd (3 pm – 11 pm)	\$1.75
3 rd (11 pm – 7 am)	\$1.85
Weekend	
1 st (7 am – 3 pm)	\$1.85
2 nd (3 pm – 11 pm)	\$2.00
3 rd (11 pm – 7 am)	\$2.10

Weekday shift differentials will not be paid to non-nursing staff between the hours of 7 AM and 5 PM. With respect to both shift differentials and weekend differentials, the differential will only be paid for hours actually worked on the shift and/or weekend. Individuals must work more than one hour during a particular shift to be eligible to receive the differential.

Note: This document is a general summary, only for purposes of providing general information to employees & job applicants. It is subject to periodic revision by the Human Resources and/or Finance Department. It should not be construed as any sort of guarantee, commitment or contract for any aspect of the benefits listed, which are also subject to change by Belknap County at its sole discretion subject to annual appropriation and any applicable collective bargaining agreement. In the case of any discrepancies between this document and governing contract documents the original governing documents shall apply.