

**ST JAMES TOWNSHIP, BEAVER ISLAND, MI 49782**  
**FULL TIME EMPLOYEE BENEFITS**  
**#### DRAFT ONLY ####**

Salary: Dependent on experience, knowledge, skills and abilities

Benefits: Full time employees become eligible for the following benefits upon work start date except for health insurance which will be available after 90 day waiting period and pending successful evaluation. A full-time employee is an employee hired to work at least 40 hours per week year round.

**Health Insurance** A paid medical plan for employee only. Family coverage can be added at employee cost via payroll deduction.

**Holidays** Nine holidays each year: New Year's, Good Friday, Memorial, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, the day before Christmas, and Christmas.

**Leave days** Employees may take three (10) leave days each calendar year for sick time, medical appointments, funerals, or other personal business. New employees receive pro-rated days based on hire date. Employees may also carry over a maximum of 10 days from the previous year's accumulation. Unused leave days may be accumulated from year-to-year up to a maximum of 20 days.

**Vacation** Vacation is earned in one year and credited the following January 1. New employees earn pro-rata vacation days, which are credited January 1 following their hire date. Thereafter, additional vacation is based on calendar years of service.

<b>Years of Employment</b>	<b>Vacation Days</b>
1	5
2 -9	10
10-14	15
15 and over	20

**SEE NOTES BELOW FROM CHARLEVOIX TOWNSHIP:**

**Notes in Red are from Charlevoix Township, Charlevoix County, notes in black are from draft St James Township full-time benefits schedule.**

**Health Insurance** A paid medical plan for employee only. Family coverage can be added at employee cost via payroll deduction. (We have 3 full time employees. 2 have health care including their family through Priority health.)

**Holidays** Nine holidays each year: New Year's, Good Friday, Memorial, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, the day before Christmas, and Christmas. (6 - NEW YEARS DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY)

**Leave days** Employees may take three (10) leave days each calendar year for sick time, medical appointments, funerals, or other personal business. New employees receive pro-rated days based on hire date. Employees may also carry over a maximum of 10 days from the previous year's accumulation. Unused leave days may be accumulated from year-to-year up to a maximum of 20 days. (5 days per year not to exceed 30 days total accrued)

**Vacation** Vacation is earned in one year and credited the following January 1. New employees earn pro-rata vacation days, which are credited January 1 following their hire date. Thereafter, additional vacation is based on calendar years of service. (1 week after 1 year, 2 weeks after 3 years, 3 weeks after ten years, 4 weeks after 20 years)

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