

SENIOR RESOURCES OF WEST MICHIGAN

Full-Time: Employees working 30 hours or more per week are full-time and entitled to all benefits; those working less than 40 hours, their vacation, sick, and paid holidays are pro-rated.

Part-time: Employees working less than 30 hours per week are considered to be part-time and are entitled to pro-rated vacation, sick, and paid holidays. Part-time employees working 15 hours or more may also participate in the employer sponsored retirement plan.

- Health, Vision, and Dental insurance – May be purchased through payroll deduction and would begin on the 1st of the month following first 30 days of employment.
- Life insurance & AD&D covered – up to \$25,000. Dependent life coverage for spouse is \$5,000 and \$2,000 for children 15 days or older. Short term disability insurance provided also.
- Longevity Pay – Employees who have been with the agency five years and longer will receive a longevity pay on the 2nd paycheck in the month of their work anniversary.
- Vacation time – begins accruing at hire date at rate of 4.0 hours per pay period. A maximum of 80 hours per year may be carried over after March 31st. Vacation time accrual rate increases after three years of employment.
- Sick time – begins accruing at hire date at rate of 3 hours per pay period. A maximum of 480 hours may be carried over after March 31st.
- Paid Holidays – 11 per year: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and a Floating Holiday.
- Flexible Schedule – is allowed with Supervisor's approval.
- Retirement Plan – employees may contribute to 403(b) annuity plan after first paid payroll. Senior Resources will contribute up to 5% match (dollar-for-dollar) immediately upon enrollment. Employees are vested after 3 years of successful employment.
- Health Savings Account, Flex Health and Dependent Care spending accounts – are available and would begin on the 1st of the month following first 30 days of employment as enrolled.
- Elective supplemental insurance coverage – such as long-term disability, accident, cancer, etc. are

available through payroll deduction.

- Payroll – is paid through direct deposit to employee's savings and/or checking accounts.
- Provide social work supervision for LLMSW and LLBSW
- Paid CEU options
- Mileage Reimbursement
- Remote Work options for several of the positions (internet reimbursement for remote work settings)
- Cell Phone reimbursement OR company issued cell phone depending on role.
- Friendly and Supportive work environment
- Fun Committee (all are welcome to join)
- Community Outreach Committee (all are welcome to join)
- L.E.A.D. (L-isten, E-ducate, A-ppreciate, D-evelop) Committee (all are welcome to join)
- Equal Opportunity Employer

Rev. 03/2025