

# MISSOURI VALLEY COMMUNITY ACTION AGENCY INFORMATION FOR PROSPECTIVE EMPLOYEES Early Learning Center Employees

MVCAA is a private non-profit community action agency, one of nineteen in the state. Our purpose is to end poverty by providing self-help programs for area residents. MVCAA is an Equal Opportunity Employer (EOE) and hires individuals without discrimination based on race, gender, age, creed, color, handicap, national origin, belief, sexual orientation, or political affiliation. Members of the governing body and their immediate families are not eligible for employment in this corporation.

**ALL EMPLOYMENT OFFERS ARE CONTINGENT ON FAVORABLE RESULTS FROM REFERENCE CHECKS, BACKGROUND SCREENING, AND DRUG TESTING.**

EMPLOYEE BENEFITS

- Holidays - MVCAA observes 5 paid holidays per year plus 1 floating holiday to use around Christmas.
- Annual Leave (Vacation) - Regular full-time employees earn:

0 to 1 year	0.50 hr. per 20 hr. paid	10 to 15 years	1.75 hr. per 20 hr. paid
1 to 3 years	0.75 hr. per 20 hr. paid	15 to 20 years	2.00 hr. per 20 hr. paid
3 to 5 years	1.00 hr. per 20 hr. paid	20 to 30 years	2.25 hr. per 20 hr. paid
5 to 7 years	1.25 hr. per 20 hr. paid	30 and over	2.50 hr. per 20 hr. paid
7 to 10 years	1.50 hr. per 20 hr. paid		
Available for use after 90 days			

- Center Shut-Down – Five days when Center is closed (July or August). All employees take the same week off.
- Sick Leave - Employees accrue sick leave at the rate of one hour per 20 hrs. Paid; 480 hrs. Maximum; available for use after 90 days.
- Health Insurance (Medova) - employees who work at least 30 hrs. per week must participate in the Corporation's health insurance plan unless covered by a spouse's group plan, Medicaid, or Medicare and a supplement. MVCAA pays a major portion of the premium. Eligible first day of month following 90 days employment. (MVCAA also offers optional dental, vision and other insurance plans; employee pays entire premium, but has advantage of group rates and payroll deduction).
- Flexible Benefit/HSA Plans - Certain health, insurance, and childcare expenses may be deducted from your gross pay "before taxes" resulting in considerable savings.
- Life Insurance - Guardian Group Life; \$25,000 death benefit to designated beneficiary; premium paid by MVCAA; must work minimum of 30 hrs. per week, eligible first day of month following 90 days employment; coverage is reduced after age 65 and ceases upon termination of employment.
- Retirement Plan (403b) - Similar to 401(k) but designed for non-profits; MVCAA contributes fifty cents for each dollar you invest up to eight percent of your gross wage; savings are deducted "before taxes"; totally vested after five years.
- Credit Union - Employees may join Central Missouri Community Credit Union (offices in Warrensburg, Sedalia, & Richmond) and use payroll deduction services.
- Employee Assistance Program- Free confidential assistance with personal issues including marital problems, parenting, budgeting, health, legal services, etc.