

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**  
**Section 401 – Benefits Summary and Eligibility**

**1. General Information**

Partnership for Children’s (PFC) overall benefit program features a wide range of core benefits and family-focused programs. PFC provides benefits to eligible employees based on employment status, length of service, and other criteria.

**2. Benefits Summary**

The following benefit programs are available to eligible employees:

- Medical, Vision, and Dental Benefits
- Health Reimbursement Accounts
- Flexible Spending Accounts
- 401k Retirement Plan
- Time Away from PFC (holidays, vacation, sick leave, personal time, child-involvement leave, shared leave or vacation donation program, leaves of absence)
- Educational and Professional Assistance
- Financial Security (life insurance, long-term disability, prepaid legal services)

See Sections 402-426 for additional details on these benefits.

**3. Benefits Eligibility**

The following employee classifications help determine eligibility for benefits.

**a. Regular Full-Time Employees**

All employees hired to established classifications for a period in excess of six months and who are regularly scheduled to work 40 hours a week. These employees are eligible to participate fully in all benefits.

**b. Regular Abbreviated Schedule Employees**

All employees hired to established classifications for a period in excess of six months and who regularly scheduled to work at least 30 hours a week, but less than 40 hours a week. These employees are eligible to participate in all benefits.

**c. Regular Part-Time Employees**

All employees hired to established classifications for a period in excess of six months and who are regularly scheduled to work less than 30 hours a week. These employees are eligible to participate in the following only: 401k retirement plan, Time Away from PFC, and benefits required by law or plan design.

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**d. Temporary Employees**

Employees hired on a temporary basis, usually up to three months, but not to exceed six months, are not eligible for employee benefits except as required by law or plan design.