

## **KNOX COUNTY HOUSING AUTHORITY BENEFITS PACKAGE**

This information represents a snapshot of the benefit package at the Knox County Housing Authority. A more detailed description of each benefit may be located in the KCHA Employee Handbook (R 03/01/2012).

1. **SALARY ADJUSTMENTS** – Salary increases are not automatic, but rather are based on the performance level of the employee. All salary increases, with the exception of salary increases resulting from classification changes, shall be recommended through the performance appraisal system. Newly hired employees beginning at the lowest level of the pay scale may be reviewed for a salary increase at completion of six (6) full calendar months. All others are reviewed for a salary increase at twelve (12) full calendar months, coinciding with the agency's fiscal year.
2. **PERFORMANCE MANAGEMENT SYSTEM** – The agency's performance management system consists of the following components:
  - a. Evaluations of job performance will be performed by program managers or other administrative staff no less than annually.
  - b. Program managers will conduct 1-on-1 sessions with staff quarterly;
  - c. An organizational culture analysis will be conducted annually, comprised of meetings, anonymous surveys, and follow up reporting aimed at providing employees with an opportunity to provide and receive 360° feedback.
3. **HOLIDAYS** – Paid holidays will be based on the observance of legal holidays for the Ninth Judicial Circuit, published annually. Generally, there are thirteen (13) paid holidays:
  - a. New Year's Day
  - b. Martin Luther King Day
  - c. Presidents' Day
  - d. Good Friday
  - e. Memorial Day
  - f. Independence Day
  - g. Labor Day
  - h. Columbus Day
  - i. Election Day
  - j. Veterans' Day
  - k. Thanksgiving Day
  - l. Day Following Thanksgiving Day
  - m. Christmas Day

4. VACATION – Regular full time employees accrue paid vacation based on anniversary years of continuous service on the following basis:
  - a. 10 days – first day of employment through the fifth anniversary
  - b. 15 days – Between the fifth anniversary and the tenth anniversary
  - c. 20 days – Annually after the tenth anniversary
5. SICK TIME – Available after thirty (30) days of continuous employment. Sick leave is accrued at the following rates:
  - a. 0.86 days per month from the first day of employment through the seventh year of employment;
  - b. 1.25 days per month for each year beginning with the eighth year of service;
  - c. Part-time employees receive sick days at ½ the rate of full-time staff.
6. PERSONAL TIME – Two (2) Personal Days are provided to employees based on the fiscal year. It must be used as an 8-hour increment and it cannot be carried over to the next calendar year nor can it be paid off at termination. Personal days are charged against accumulated sick time.
7. LEAVE TIME – The agency provides for the following types of employee leave:
  - a. Medical, Personal, Bereavement, Military;
  - b. Jury Duty and Court Appearances;
  - c. Voting time – employees entitled to vote will be given up to two (2) hours paid time to vote.
8. INSURANCE - Effective dates begin on the first day of the month following 90 continuous days of employment.
  - a. 100% of single rates paid by the agency; family options available at cost to employee;
  - b. Health Insurance – reviewed and selected by the Board of Commissioners annually based on rates;
  - c. Dental/Vision Insurance – reviewed and selected by the Board of Commissioners annually based on rates;
  - d. Retirement – 401(a) and 457 plans.