

Additional Note Alternative Item 5 Scale Page

PROGRAM ADMINISTRATION SCALE

5. Benefits

1 Inadequate		3 Minimal		5 Good		7 Excellent	
1.1	All full-time employees do not have the option to purchase health insurance with the employer paying a portion of the cost (N/A is allowed).*	3.1	All full-time employees have the option to purchase health insurance with the employer paying a portion of the cost (N/A is allowed).*	5.1	All full-time employees have the option to purchase health insurance with the employer paying 50% or more of the cost of the employee's coverage (N/A is allowed).*	7.1	All full-time employees have the option to purchase health insurance with the employer paying 66% or more of the cost of the employee's coverage (N/A is allowed).*
1.2	All employees receive less than 17 days of PTO during their first year of employment.	3.2	All employees receive 17 or more days of PTO during their first year of employment.	5.2	All employees receive 20 or more days of PTO during their first year of employment.	7.2	All employees receive 23 or more days of PTO during their first year of employment.
				5.3	All employees receive a minimum of 25 days of PTO during the second and third years of employment.	7.3	All employees receive a minimum of 30 days of PTO per year during the fourth year of employment.
1.4	All full-time employees do not have the option of contributing to a retirement plan (N/A is allowed).*	3.4	All full-time employees have the option of contributing to a retirement plan (N/A is allowed).*	5.4	The employer matches 3% or more of the employee's salary contributed to a retirement plan (N/A is allowed).*	7.4	The employer matches 5% or more of the employee's salary contributed to a retirement plan (N/A is allowed).*
1.5	The employer does not make any provision to pay for or reimburse professional development expenses.***	3.5	The employer makes some provision to pay for or reimburse professional development expenses.***	5.5	The employer provides \$100 or more per year to all employees to pay for or reimburse professional development expenses.***	7.5	The employer provides \$200 or more per year to all employees to pay for or reimburse professional development expenses.***

Employment terms: *All full-time employees* refers to paid employees who work 35 or more hours per week unless the organization defines full-time employment differently as noted in the personnel policies or employee handbook. *All employees* refers to full-time and part-time employees who work 20 or more hours per week. Work-study, seasonal, and part-time employees who work less than 20 hours per week are not included.

*N/A is allowed only if there are no full-time employees.

***The professional development benefit gives employees financial support to access professional development of their own choosing. Supervisor approval may be required.

1	2	3	4	5	6	7
5. Benefits						