

Excel

If you have any questions or would like more information, please feel free to contact the Human Resources Department at one of the phone numbers below:

207-938-4615
207-872-6484



Employee Pay & Benefits

www.skillsinc.net

SKILLS, Inc's Mission Statement:

Enrich,
Empower,
Employ,
Educate,
and

5/2010



What is the pay rate for a new hire at SKILLS, Inc.?

The starting rate of pay is \$8.75 per hour. If you are hired with a DSP or a CRMA certificate that was earned with an employer external to SKILLS, Inc., you will receive \$0.25 more per hour per certificate. This allows you to earn up to \$9.25 per hour.



What kind of benefits can I expect as an employee of SKILLS, Inc.?

SKILLS, Inc. employees receive a rich benefit package. Those benefits include paid holidays, sick and vacation time, life and long term disability

insurance, health and dental insurance, and the opportunity to participate in a 403(b) retirement plan.

Holidays - SKILLS, Inc. has 11 paid holidays for employees who have successfully completed their 90 day training period.

Vacation - For the first year of employment, employees accrue 5 days of vacation time on a bi-weekly basis. The vacation time can be used as it is accrued after successfully completing the 90-day training period.

Sick – SKILLS, Inc. employees receive 12 days of sick time, which accrue on a bi-weekly basis Sick time can be used once an employee successfully completes the 90-day training period.

Holiday/Vacation/Sick benefits are prorated for part time** employees.

Health Insurance - SKILLS, Inc offers a 100% employer-paid health insurance plan to first year employees who are full time* with an additional \$500 contribution to a Health Reimbursement Account (HRA). Part time** employees who elect health insurance are required to make premium payments. Health Insurance is available the first of the month following successful completion of the 90-day training period.

Dental Insurance – An employee-paid dental insurance plan is offered to all full time* and part time** employees working at least 26 hours per week. Dental insurance is available the first of the month following successful completion of the 90-day training period.

Life/LTD – Employer-paid life and long term disability insurance are offered to all full time* and part time** employees who work at least 26 hours per week, which provides \$25,000 for life insurance and a percentage of your monthly income for long term disability.

403(b) Retirement Plan – Employees are able to contribute to a 403(b) plan. After the first year of employment, SKILLS, Inc. will also make contributions if the employee is contributing.

Voluntary Supplemental Insurance – An employee paid supplemental insurance program is available to all full time* and part time** employees working at least 26 hours per week. The insurance includes short term disability, cancer, accident, etc.

*full time employees work 35 to 40 hours per week

**part time employees work 26 to 34 hours per week

