

## PTO (paid time off)

Yellowstone Boys and Girls Ranch believes that its employees are the key to what makes a great company. Although work makes up a large portion of an employee's life, we believe that a balance between work and nonwork activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, YBGR has designed a paid time off (PTO) plan that incorporates vacation, personal and sick leave into one program.

Full-time employees accrue paid time off as follows:

PTO Accrual	PTO Ceiling	Accrual per hours worked (paid)
Hire	24 hours	One-Time Bonus 24 hours
3 months	112 hours	.0539
1 <sup>st</sup> Anniversary	132 hours	.0635
3 <sup>rd</sup> Anniversary	176 hours	.0847
5 <sup>th</sup> Anniversary	228 hours	.1097
10 <sup>th</sup> Anniversary	240 hours	.1154
15 <sup>th</sup> Anniversary	260 hours	.1250
20 <sup>th</sup> Anniversary	268 hours	.1289

Part-time staff regularly scheduled to work at least 20 hours per week will accrue PTO at 50% of the full-time staff rate.

## **TUITION REIMBURSEMENT**

Yellowstone Boys and Girls Ranch Foundation has established a scholarship endowment fund to provide YBGR employees the opportunity to develop personally and professionally and to further their education and/or training while employed within the agency. To find out more including eligibility criteria speak with human resources or your supervisor.

## **CELL PHONE DISCOUNTS**

YBGR employees are eligible for discounts on their personal phone services at the following:

- Verizon
- AT&T

## **ACTIVITIES CENTER (Billings Campus)**

Free access to our onsite recreation center, including a full-court indoor gymnasium, a heated indoor swimming pool, cardio, weightlifting equipment, and even a bowling alley.

Outdoor recreational equipment (cross-country skis, snowshoes, canoes, and camping equipment) is available to be checked out by staff members.

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