

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.
283 WEST 5TH STREET
SAFFORD, ARIZONA 85546

POSITION TITLE: Executive Director

SALARY RANGE: \$ 45,642 - \$ 49,611

HOURLY RANGE: \$ 21.95 - \$ 23.86

Probationary and Permanent Full-Time Status:

Each individual who becomes an employee of SEACAP will have a minimum probationary period of three (3) months. Upon the satisfactory completion of the probationary period, the employee will be awarded permanent status.

Employee Benefits:

An employee who attains permanent status will become eligible for employee benefits. This includes comprehensive medical coverage (PPO), dental insurance and life insurance.

1. **Holidays:**

Legal holidays shall be observed as follows:

New Year's day, Martin Luther King Day, Lincoln's birthday, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

2. **Vacation Leave:**

Vacation leave may be accrued at the appropriate rate while on probationary status but is unavailable for use until permanent status has been awarded to the employee.

Vacation leave will be accrued at the rate of eight (8) hours per month for the years of service one (1) through three (3).

Vacation leave will be accrued at the rate of ten (10) hours per month for years greater than three (3) to five (5).

Vacation leave will be accrued at the rate of twelve (12) hours per month for years greater than five (5).

3. **Sick Leave:**

Sick leave may be accrued at the appropriate rate while on probationary status but is unavailable for use until permanent status has been awarded to the employee.

Sick leave will be accrued at the rate of eight (8) hours per month for the years of service one (1) through three (3).

Sick leave will be accrued at the rate of ten (10) hours per month for years greater than three (3) to five (5).

Sick leave will be accrued at the rate of twelve (12) hours per month for years greater than five (5).

Sick leave will not be paid to employee upon termination or dismissal.