



## Bethlehem Authority Employee Work & Benefits Guide

### Updates for Personnel Benefits March 2025

1. Cover Page Date - (Revised January 2021,  
September/October 2023, March 2025)

## 2. Page 4 – New Section

### **Part Time Salaried (PTS)**

Employees working 24 to 30 hours per week on a regular schedule with an annual salary are classified as regular part time salaried. Employees in this classification are eligible for limited benefits on their first day of employment which include:

- Basic Life Insurance
- Paid time off which includes vacation, sick, personal days and holidays.

### 3. Page 7 & 11 define Benefits that accrue to Regular Part Time Salaried Personnel

#### Page 7

Benefits	Full Time (FT)	Regular Part Time Salaried(PTS) & Part Time (PT)*
Paid Time Off (Vacation, Sick, Personal)	Authority	Authority
Paid Holidays	Authority	Authority
Medical, Prescription, Dental Insurance	Authority/Employee	Not Eligible
Vision Insurance	Authority/Employee	Not Eligible
Health Savings or Reimbursement Account	Authority/Employee	Not Eligible
Tuition Reimbursement Plan	Authority	Not Eligible
Basic Life/ADD Insurance	Authority	Authority
Worker's Compensation Insurance	Authority	Authority
Pension Plan	Authority/Employee	Not Eligible

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The Authority will provide ten (10) Vacation Days for years 1-4, 15 for years 5-9, 20 days for years 10-14 and 15 and more years 25 days and five (5) Personal Holidays, totaling up to a maximum of thirty (30) days, to Regular Part Time Salaried Employees for every full year of continuous employment with the Authority. Personal Holidays may be used for sick time, vacation time, appointments, or any other time off as needed or desired by the employee and is approved by the Executive Director.