

Employee Benefits

Policy:

As part of an employee's total compensation package, Morgan Support Services shall provide certain benefits in addition to the salary. The benefits shall be reviewed annually or as needed, and MSS reserves the right to revise or rescind any benefits, subject to legal requirements.

Unless otherwise noted, full-time employees who have successfully completed the 90-day Introductory period are eligible for benefits. Employees within the orientation period and part-time employees (less than 30 hours per week) are not eligible for these benefits.

Procedure:

All benefits shall be fully described in the Employee Handbook. All employees will receive a copy of the Employee Handbook during orientation. Revisions to the benefits package will be shared with staff during staff meetings or in other forums. Updates will be reflected in revised handbook information which will be made available to staff.