



A World Where Aging is Honored
CVCOA Helpline 1-800-642-5119

CVCOA At-A-Glance for Applicants
Human Resources Coordinator
30 - 40 hours per week

Health Benefits for employees working 30 hours or more:

- Option 1: Health Insurance through Blue Cross Blue Shield of Vermont**
 Choose from VT Preferred, Gold Standard, or Platinum Coverage.
2025 rates paid by CVCOA per coverage level:

2025	Per Month	Per Pay Period
Individual	\$903.53	\$417.01
2 Person	\$1,753.63	\$809.37
Parent/Child	\$1,705.98	\$787.37
Family	\$2,304.45	\$1,063.59

*CVCOA will contribute \$1,500 to Individual HRA and \$2,750 to HRA for multiple people in 2025.

Option 2: Medical Reimbursement Plan of \$7,500 for those not taking CVCOA health insurance.

*Items must meet IRS Publication 502 requirements for reimbursement.

- Vision Insurance through Vision Insurance Plan- **Fully-paid** by the Agency for employees and dependents.
- Dental Insurance through Northeast Delta Dental- **Fully-paid** by the Agency for employees and dependents.

Other Benefits for employees working 20 hours a week or more:

- 403(b) retirement plan, contributed to by the Agency after 6 months regardless of employee contribution level. Employees can begin contributions immediately if they wish.

Benefits for all employees:

- 16 paid holidays per year: Veteran’s Day, Thanksgiving Day, and the day after, Christmas Day, New Year’s Day, Martin Luther King Day, President’s Day, Town Meeting Day, Memorial Day, Juneteenth, Independence Day, Bennington Battle Day, Labor Day, and your birthday. The board often grants extra holidays around Winter or Summer holidays.
- Paid Time Off accruals begin on the first full month after you begin work and are based on hours worked per week. Ability to borrow from Agency PTO pool for emergencies, and to deposit into private Sick Leave Reserve for VT-PFMLA and Bereavement leave option. PTO for this position starts at 18 hours per month and increases to 24 hours per month after 7 years (with increments in between)
- Mileage reimbursement at .70/mile and Meal reimbursements for work-related travel and meal expenses.
- Employee Assistance Program: Free services available for mental health, substance, legal, or financial issues to employees and family members through our EAP provider.

Hourly Salary Range \$24.00-\$26.00 based on education and experience.