

## Milwaukee Transition - Frequently Asked Questions

### 1. Who do I speak with if I have any questions?

- Key Contacts for the transition team can be found below. You may also send an email directly to [jctransition@horizonsva.com](mailto:jctransition@horizonsva.com) and a member from the transition team will get back to you as soon as possible.

Nolyn Fueller, President – (540) 383-5492, FuellerN@horizonsva.com

Ian Crump, Vice President of Operations – (540) 908-5027, Ian.Crump@horizonsva.com

Sandy Atkins, POC – Staff Hires – (214) 326-9417, AtkinsS@horizonsva.com

Trevor Periard, Director of F&A and POC – (540) 705-4652, PeriardT@horizonsva.com

Jessica Shields, Director of HR – (540) 705 – 6134, ShieldsJ@horizonsva.com

### 2. How do I know the status of the transition or what's scheduled?

- Horizons Youth Services will update the transition website [www.jctransition.com](http://www.jctransition.com) daily.
- Management interviews will begin February 6, 2024.
- Staff interviews will begin as soon as Tuesday, February 6<sup>th</sup>. A member of the transition team will reach out to you following the submission of your application to schedule. Staff should ensure coverage prior to leaving their assigned workstation and consult with your immediate supervisor if you have any questions.
- Inventory will begin during the week of February 12, 2024.
- Offer letters are expected to go out February 14-16, 2024.

### 3. Will payroll be weekly, bi-weekly, or semi-monthly?

- Horizons Youth Services uses a bi-weekly payroll schedule, giving 26 pay periods per year. Each workweek runs Thursday through Wednesday and payday is every other Friday.
- Your first pay cycle will be March 1 – March 6, 2024, with a pay Date 03/15. Your first timesheet will be due no later than March 7, 2024.

### 4. When will benefits become effective?

- For medical, dental, and vision, the effective date will be March 1, 2024, for all eligible employees. While Horizons does have a normal waiting period of the 1<sup>st</sup> of the month following 30 days of employment, we have made special arrangements with our providers to ensure that all employees will be effective March 1, 2024 with no waiting period.
- Our current benefit plan year runs May 1, 2023 – April 30, 2024. Horizons Youth Services has started the process of securing quotes for policy renewal effective May 1, 2024. Once information is available, we will provide it to all staff during open enrollment in April 2024.
- Benefit enrollment emails will be sent to you via the email address provided with your application beginning February 19, 2024. Please be on the lookout for two emails, one from Ease and the other from PerksShowcase.

- Live benefit meeting information will be forthcoming. We encourage you to view the current highlight sheet which includes benefit candidate websites for information regarding benefits prior to the meetings and enrollment.

**5. Does Horizons offer a 401(k) and if so, is there a waiting period?**

- Yes, Horizons offers a 401(k) and provides an employer match of 3%. There is a 6-month waiting period and all participants must be 21 years of age.

**6. Will Horizons give employees credit for past Job Corps experience, or will everyone have the same start date for benefit accrual purposes?**

- Horizons will honor your original start date at the Milwaukee Job Corps center.

**7. What is Horizons leave policy?**

- Horizons offers its exempt employees PTO which is based on your seniority date and on your employment status. Horizons' time off package also includes 12 paid holidays. Details regarding paid time off will be outlined in your offer letter and in the employee handbook.
- Horizons offers its SCA employees vacation and sick time benefits in line with the Wage Determination schedule. Details regarding paid time off will be outlined in your offer letter and in the employee handbook.

**8. Will our rates of pay change?**

- While there is no guarantee, it is Horizons' full intent to compensate employees at rates consistent with what they are currently making, considering our approved salary structure.

**9. Can I apply for more than one position?**

- Staff are encouraged to apply for their current position as the qualifications and experience would provide staff with the best opportunity for continued employment. Staff may also apply for any other position for which they are qualified and have experience.

**10. What changes are anticipated for center programs?**

- All programs will be evaluated during the initial 90 days after the transition and Horizons will work with center management to evaluate the existing program offerings. Should Labor Market Information and performance suggest changes, they will be recommended.

**11. Who will be the center director?**

- Horizons Youth Services has not announced the CD candidate, pending DOL approval.