



BENEFITS SUMMARY

The following benefits are available to all employees scheduled to work a minimum of thirty (30) hours per week.

Medical Insurance

- Blue Cross Blue Shield (M902 BlueChoice Network)
- Premiums for Employee and qualifying Dependent Children (up to age 25) are paid 100% by the Foundation.
- Insurance coverage is available for spouse.
- Coverage is effective on the first of the month following 30 days from employee's date of hire.

Dental Insurance

- MetLife (Flexible PPO plan)
- Premiums for Employee and qualifying Dependent Children (up to age 25) are paid 100% by the Foundation.
- Insurance coverage is available for spouse.
- Coverage is effective on the first of the month following 30 days from employee's date of hire.

Vision Insurance

- Vision Service Plan (VSP)
- Premiums for Employee and qualifying Dependent Children (up to age 25) are paid 100% by the Foundation.
- Insurance coverage is available for spouse.
- Coverage is effective on the first of the month following 30 days from employee's date of hire.

Group Life Insurance & Accidental Death and Dismemberment (AD&D)

- Assurant Employee Benefits
- Premiums are paid 100% by the Foundation.
- Life Insurance coverage in the amount of two (2) times employee's annual salary, up to a maximum of \$150,000.
- AD&D equal to the Life amount, up to a maximum of \$150,000.
- Coverage is effective on the first of the month following 30 days from employee's date of hire.

Group Long-Term Disability

- Assurant Employee Benefits
- Premiums are paid 100% by the Foundation.
- Coverage is effective on the first of the month following 30 days from employee's date of hire.

Employee Assistance Program

- Confidential counseling service available to employees and their families through New Directions.
- Two (2) free counseling sessions per event.

401(k) Plan

- **Elective** Contributions - Eligible employees may defer up to the maximum amount allowed by law each plan year. Entry Dates are the first day of each calendar quarter (January 1, April 1, July 1, and October 1).
- **Non-Elective** Contributions - The Foundation contributes an amount equal to 3% of eligible employee's compensation to an employee's account per Plan Year.

Paid Time Off (PTO)

- Full-time employees accrue 96 hours of PTO during employee's first year of employment after the end of the 90-day Introductory Period.
- Full-time employees accrue 120 hours per year for anniversary years 1 – 4; 160 hours per year for anniversary years 5 – 10; and 200 hours per year for anniversary years 11 and greater.
- Four (4) additional days of PTO during annual Foundation Office closure between Christmas and New Year's.

Holidays

- Nine (9) paid Holidays per year.

Medical and Dependent Care Flexible Spending Accounts (FSA)

- The FSA program offers tax savings with eligible health or dependent care expenses.
- Contributions to either the dependent care account or the medical expense account are deducted on a pre-tax basis.

Sabbatical

- Employees are encouraged to take a Sabbatical Leave every five (5) years.
- Sabbatical Leave consists of a maximum of two (2) weeks of paid leave above and beyond PTO.

Wellness Program

- Employees can earn up to 2.5 days of PTO per calendar year through participation in wellness activities.
- The Foundation will reimburse up to \$25.00 per month for demonstrated attendance at health clubs.
- The Foundation will reimburse \$15.00 per month for demonstrated attendance at yoga, Pilates, or other fitness classes.
- The Foundation will reimburse 50% of running, triathlon, and cycling race entry fees, up to a maximum of 12 races per calendar year.
- Free annual flu shots and health screenings.

Tuition Assistance

- Employees are eligible for tuition assistance of up to \$2,500.00 per employment year.

Additional Benefits

- Jury Duty Pay
- Bereavement Leave
- Personal, Professional, Technical, and Industry-Related Development and Training
- Free Parking

Activities

- Foundation-sponsored Community Events and Races
- Annual Employee Recognition Awards Dinner