



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 (MM07 BlueChoice Network)
- Premiums for Employee, Spouse/Domestic Partner and qualifying Dependent Children (up to age 26) are paid 100% by the Foundation.
- 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, Spouse/Domestic Partner and qualifying Dependent Children (up to age 26) are paid 100% by the Foundation.
- Coverage is effective on the first of the month following 30 days from employee's date of hire.

Vision Insurance

- Vision Service Plan (VSP Signature Plan)
- Premiums for Employee, Spouse/Domestic Partner and qualifying Dependent Children (up to age 26) are paid 100% by the Foundation.
- 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)

- Lincoln Financial Group
- 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 as defined in the benefits Summary Plan Document.
- AD&D equal to the Life amount, up to a maximum as defined in the benefits Summary Plan Document.
- Coverage is effective on the first of the month following or coinciding with employee's date of hire.

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

- Lincoln Financial Group
- Premiums are paid by the employee.
- Employee: supplemental life Insurance in \$10,000 units up to the lesser of 5 times your annual salary or a \$300,000 maximum.
- Spouse: life insurance in \$5,000 units equal to 50% of the employee amount to a maximum of \$150,000.
- Children: \$250 (14 days to 6 months); \$10,000 (6 months and over) per child.
- Coverage is effective on the first of the month following or coinciding with employee's date of hire.

Group Long-Term Disability

- Lincoln Financial Group
- Premiums are paid 100% by the Foundation.
- Coverage is effective on the first of the month following or coinciding with employee's date of hire.

Employee Assistance Program

- Confidential counseling service available to employees and their families.

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 an eligible employee's gross compensation. Employees become eligible on the first day of the first quarter following twelve (12) months of service. Annual contributions are made to the eligible employee's account in the first quarter of the following calendar year.
- **Matching** Contributions - The Foundation will match 50 cents for every dollar an employee contributes to the 401(k) plan up to 6 percent of gross compensation, for a maximum matching contribution by the Foundation of 3 percent of an employee's compensation. Employees become eligible on the first day of the first quarter after hire date.

- Traditional pre-tax 401(k) and Roth post-tax 401(k) options available.

Paid Time Off (PTO)

- Full-time employees accrue 128 hours of PTO during an employee's first year of employment after the end of the 90-day Introductory Period.
- Full-time employees accrue 160 hours per year for anniversary years 1 – 4; 200 hours per year for anniversary years 5 – 10; and 240 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

- Thirteen (13) 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 4 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, 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.
- Up to 4 hours of paid time off per year for annual wellness exams.
- Walking program - 15 minutes of walking per work day.

Tuition Assistance

- Employees are eligible for tuition assistance of up to \$5,250.00 per employment year.

Travel Assistance Program

- Travel assistance available to employees when traveling more than 100 miles from home.

Life Planning and Beneficiary Assistance Program

- Employee assistance on will preparation, identity theft, legal services, and financial services.

Additional Benefits

- Employee Discount Program
- Jury Duty Pay
- Bereavement Leave
- Personal, Professional, Technical, and Industry-Related Development and Training
- Free Parking
- SitterCity resource for babysitters, nannies, tutors, pet sitting, elder care

Activities

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