

## EMPLOYEE BENEFITS

*The following is a summary and may not fully account for particular details of a given benefit. Benefits are subject to change.*

### **Dress Code**

Business or Business Casual

### **Pay Days**

Employees are paid on the 15th and last day of each month. If a payday occurs on a weekend or holiday, FNIH pays on the preceding business day.

### **Medical, Dental, and Vision Insurance**

Includes prescription, glasses, and contact lens coverage

100% paid by FNIH for individual

\$250/month (\$125/pay period) for family coverage

### **Life Insurance/ Group Accidental Death and Dismemberment Insurance**

100% paid by FNIH – 1 times annual earnings rounded to the next higher \$1,000 with a maximum benefit of \$250,000 and a minimum benefit of \$100,000.

### **Short-Term Disability**

FNIH contributes 100% premium to employee salary. Employee pays the premium from semi-monthly payroll.

Benefits are 60% of weekly earnings with a maximum weekly benefit of \$2,000 and are tax-free. Elimination Period:

0 days due to injury/7 days for illness. Benefits last up to 13 weeks.

### **Long-Term Disability**

FNIH contributes 100% premium to employee salary. Employee pays the premium from semi-monthly payroll.

Benefits are 60% of your monthly earnings to a maximum of \$10,000 a month and are tax-free. Eligibility Period: 90 days after disability. Duration: Varies.

### **Annual Leave**

Full-time employees: 0-3 years with the Foundation – 13 days accrued per year.

Full-time employees: 3-10 years with the Foundation – 19.5 days accrued per year.

Full-time employees: 10 or more years with the Foundation – 26 days accrued per year.

Maximum carry-over into the next calendar year is 240 hours.

Maximum payout at separation is 240 hours.

### **Personal Leave**

Full-time employees: 3 days available each calendar year.

Personal leave cannot carry over into the next calendar year.

Personal leave is not paid out at separation.

### **Sick Leave**

Full-time employees: 10 days accrued per year.

Maximum carry-over into the next calendar year is 240 hours.

Sick leave is not paid out at separation.

### **Paid Holidays**

Full-time employees: 11 days each calendar year.

**Jury Duty Leave**

Full-time employees - as required with documentation.

**Community Service Leave**

Full-time employees: up to 2 days per year to participate in community service.

**Bereavement Leave**

Full-time employees: 5 days per incident for an immediate family member; 3 days per incident for an extended family member. Definitions are included in the employee handbook.

**Retirement**

403(b) plan with TIAA. FNIH contributes at a 2:1 match if employee contributes a minimum of 2%. The match is capped at 8%. For instance, if an employee contributes 3%, the FNIH matches at 6%; 4% or higher, 8%. The plan has immediate 100% vesting.

**Flexible Savings Account (FSA)**

A reimbursement account, which allows participants to allocate part of their salary, on a pretax basis, to cover unreimbursed medical expenses.

**Employee Assistance Program**

Free confidential assistance program available for employees and their families to identify and assist them in resolving personal problems to maintain a healthy work-life balance. Includes consultative services, work/life assistance and resources, and legal/financial assistance and resources.

**Executive Travel Assistance**

Free medical or security assistance is available for employees and their families who are traveling for business or pleasure.