



EMPLOYEE BENEFITS

The following is a summary and may not fully account for particular details of a given benefit.

Hours

Official hours are 8:30 am-5:30 pm.

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 Insurance

100% paid by FNIH for individual and family - includes prescription coverage and a discounted vision plan.

Dental Insurance

100% paid by FNIH for individual and family.

Life Insurance

100% paid by FNIH – 1 times annual earnings rounded to the next higher \$1,000 with a maximum benefit of \$200,000 and a minimum benefit of \$100,000.

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 \$200,000 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 per year
Full-time employees: 3-10 years with the Foundation – 19.5 days per year
Full-time employees: 10 or more years with the Foundation – 26 days per year
Maximum carry-over at end of year or payout at separation is 240 hours.

Personal Leave

Full-time employees: 3 days per year – cannot carry over into the next year

Sick Leave

Full-time employees: 10 days per year - may carry over 240 hours

Paid Holidays

Full-time employees: 11 days per 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 handbook.

Retirement

403(b) plan with TIAA. FNIH pays 10% of salary if employee contributes a minimum of 2%. 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.

Assist America

Free travel assistance services are available for employees and their families who are traveling 100 miles or more from home or to another country for business or pleasure.

Life Planning Financial & Legal Resources

Free legal assistance and emotional support when a covered employee or spouse dies or is terminally ill.