

Summary of Employee Benefits Effective January 1, 2020

Paid Time Off

Employees begin accruing PTO with their first pay period; balance + accrual is always available to use.

<u>Years of Service</u>	<u>Annual Accrual</u>	<u>Max Carryover</u>
Year 1	24 days	16 days
After year 1	29 days	30 days

Foundation Paid Holidays

- | | |
|--|---|
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Labor Day |
| <input type="checkbox"/> Martin Luther King Day | <input type="checkbox"/> Thanksgiving Day |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Day after Thanksgiving |
| <input type="checkbox"/> Independence Day | <input type="checkbox"/> December 25 |
| <input type="checkbox"/> 3 additional floating holidays *prorated depending on hire date | |

Parking

U.S. Bank Center parking ramp at \$20/month (as available) or up to \$80/month reimbursement toward cost of parking or commuter expense.

Fitness Center

Staff who office in the U.S. Bank Building in Saint Paul have access to the building's fitness center (Hours: 5am to 8pm, Monday – Friday)

Direct Deposit

Paycheck deposits made to bank/credit union of choice.

INSURANCE

Eligibility is first of the month coinciding with one month of service.

Medical Insurance through Blue Cross/Blue Shield offers three plan options with a choice of two provider networks:

Co-Pay Plan:

- \$1,000 deductible per member/\$3,000 per family
- \$25 office co-pay
- \$15/\$50/\$100 Rx co pays
- 100% preventative coverage

“3” - \$3,000/\$6,000 High Deductible Health Plan

\$3,000 deductible per member/\$6,000 per family
100% preventative coverage

“5” - \$5,000/\$10,000 High Deductible Health Plan

\$5,000 deductible per member/\$10,000 per family
100% preventative coverage

Provider Network Options

“Broad” – Aware Network – Blue Cross’ Largest Network

“Narrow” – High Value Network – Smaller more cost effective network

Above benefit amounts based on in-network provider usage.

All plans offer coverage for employee, employee plus spouse/partner, employee plus child, or family.

Dental Insurance through Delta Dental offers two network options for employee coverage, employee plus one (child or spouse/partner), and family coverage.

Vision Insurance through EyeMed offers coverage for employee, employee plus spouse/partner, employee plus child(ren), or family.

Pre-Paid Legal and ID Theft Protection through LegalShield for employee and employee’s family is offered at a discounted group rate.

Life and ADD (Accidental Death and Dismemberment) Insurance through Mutual of Omaha. The Foundations provide at no charge to the employee a benefit equal to one year’s salary up to a maximum benefit of \$100,000. Supplemental life and ADD insurance for the employee, spouse/domestic partner and dependent children is also offered, paid by the employee.

STD (Short Term Disability) Insurance provided through Mutual of Omaha Mandatory – provides 60% of salary. Benefit begins after 7 days of disability or injury. Cost of premium is split 50/50 by employee and the Foundations.

LTD (Long Term Disability) Insurance provided through Mutual of Omaha Mandatory – provides 60% of salary which begins after 90 days of time off work; cost of premium is split 50/50 by employee and the Foundations.

Section 125 Flexible Spending and Savings Plans

- Health Savings Account (HSA) available for employees electing high deductible health insurance (HDHP) option with the following annual contribution maximums:
 - Single: \$3,550
 - Family: \$7,100
 - Catch-up available to those 55 & over: additional \$1000
- Flex Spending Accounts (FSA) available with the following annual contribution maximums:
 - Medical: \$2,750
 - Dependent Care: \$5,000
 - Limited Spending Medical FSA (for those enrolled in an HSA): \$2,750

- Employee-paid health/dental/vision insurance premiums and health care/dependent care reimbursement account contributions (HSA and FSA) will be deducted from paychecks on a pre-tax basis.
- A one-time need-based loan to pre-fund an HSA is available during an employee's first year of participation in the HSA plan.

Retirement Savings Plan

Eligibility for 401(k) savings and Safe Harbor match is upon hire.

- All employees can contribute on a pre-tax basis to a 401(k) savings plan up to IRS annual limits.
- All employees can contribute on a post-tax basis to a Roth 401(k) savings plan up to IRS annual limits.

The Foundation provides two types of retirement contributions on behalf of regular part- and full-time employees (20-40 hours per week):

1. Safe Harbor Match: \$1 to \$1 match of your 401(k) contributions up to 4% of your salary, which vests immediately.
2. Discretionary retirement contributions subject to a five-year vesting schedule. Eligibility begins after one year of service and 1000 hours worked in Plan year. Employer contribution for 2019 was 6%. Contributions are made following 2nd, 3rd, and 4th quarters.

Payroll Deduction Schedule

Over 24 pay periods:

- Health, Dental and Vision insurance premiums
- LTD/STD insurance premiums
- Voluntary Life/ADD insurance premiums
- Prepaid Legal Premiums
- Parking contract fee

Over 26 pay periods:

- HSA and FSA deductions
- 401(k) deductions

