



Summary of Employee Benefits

Effective January 1, 2022

Paid Time Off

Employees begin accruing PTO with their first pay period. Balance and accrual are always available to use.

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

Foundation Paid Holidays

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Fourth of July
- 3 additional floating holidays*
**prorated depending on hire date*
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 25

Fitness Center

Upon return to the office, 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 through Friday).

Direct Deposit

Paycheck deposits made to employees' bank/credit union of choice.

INSURANCE

Eligibility begins on the 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:

Provider Network Options

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

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

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

** Above benefit amounts are 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.

ADDITIONAL BENEFITS

Pre-Paid Legal and ID Theft Protection provided 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 Foundation 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.

Short Term Disability (STD) Insurance provided through Mutual of Omaha

Mandatory benefit– provides 60% of salary. Benefit begins after 7 days of disability or injury. Cost of premium is split 50/50 between the employee and the Foundation.

Long Term Disability (LTD) Insurance provided through Mutual of Omaha

Mandatory benefit – provides 60% of salary which begins after 90 days of time off work. Cost of the premium is split 50/50 between the employee and the Foundation.

Section 125 Flexible Spending and Health Savings Plans

- **Health Savings Account (HSA)** available for employees electing high deductible health insurance (HDHP) option with the following annual contribution maximums:
 - *Single*: \$3,650
 - *Family*: \$7,300
 - *Catch-up contributions* available to those 55 & over: additional \$1000
- **Flexible Spending Accounts (FSA)** available with the following annual contribution maximums:
 - *Medical*: \$2,750
 - *Dependent Care*:
 - \$2,500- account holder is married and files a separate tax return
 - \$5,000- account holder is married and files a joint tax return or files as a sing/head of household
 - *Limited Spending Medical FSA* (for those enrolled in an HSA): \$2,750
- Employee-paid health, dental, vision insurance premiums and health care and/or 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 provided through Fidelity is available upon hire with 401(k) savings and Safe Harbor match.

- 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 1000 hours worked in the Plan year and after first year anniversary. Employer contribution for 2020 was 6%. Contributions are made following the 4th quarter.

Payroll Deduction Schedule

Over 24 Pay Periods

1. Health, Dental and Vision insurance premiums
2. LTD/STD insurance premiums
3. Voluntary Life/ADD insurance premiums
4. Prepaid legal premiums

Over 26 pay periods:

5. HSA and FSA deductions
6. 401 (k) deductions