

# Jefferson National Parks Association

## Benefits for Regular Full-Time Employees

### **Paid Time Off (PTO)**

PTO may be used for vacation, sick, personal, or military leave. Length of employment determines the accrual rate for PTO hours. New hires earn 3 weeks in their first year. Hourly employees may request PTO leave in one hour increments, Salaried employees may request leave in half or full day increments. Up to 240 hours of PTO time may be accumulated at the end of the calendar year. Hours not used by the end of the year will be automatically transferred to the employee's Family-Medical Reserve.

### **Family-Medical Reserve (FMR)**

Employees may establish a FMR for certain approved circumstances, such as a serious illness, maternity leave, paternity leave, care for a seriously ill family member, adoption, and military family leave circumstances. New hires begin with a 5-day FMR balance. Reserve balances grow as employees elect to permanently transfer unused PTO hours each year.

### **Holidays**

All Full Time employees receive New Year's Day, Thanksgiving, and Christmas Day off with pay. Retail and Warehouse employees receive these holidays and eight floating holidays of their choosing. Central Office Employees also receive Memorial Day, Independence Day, Labor Day off and five floating holidays of their choosing in a calendar year. NPS adjunct employees are eligible for the ten holidays observed by the Federal Government.

### **Health Insurance**

Employees and their families are covered under a health insurance plan. A partial premium amount is deducted from the employee's paycheck. These amounts are subject to annual change. JNPA also provides an HSA (Health Savings Account) to reimburse employees a portion of deductible and other qualified medical expenses. Employees contribute to this bank account through tax-free contributions and a portion is also contributed by the employer. Unused funds may roll over into the following year. Refer to the summary plan descriptions, available from the Human Resources Office, for specific benefit information.

### **Dental/Vision Insurance**

Employees and their dependents are covered under dental and vision insurance plans. A partial premium amount is deducted from the employee's paycheck. These amounts are subject to annual change. Refer to the summary plan descriptions, available from the Human Resources Office, for specific benefit information.

### **Life Insurance**

Life insurance is provided with no cost to the employee. In case of death, an employee's beneficiary would receive two times the employee's annual salary. In case of accidental death or dismemberment, the beneficiary would receive two times the employee's annual salary.

### **Long Term Disability**

This insurance is provided at no cost to the employee. In case of disability, the employee, after a qualifying period of three months, will receive 60% of the employee's average monthly pay, not to exceed \$7500 per month.

### **Retirement Plan**

Employees may choose to deposit any of their own earnings through payroll deduction before their one year anniversary into the 403b tax- deferred pension plan. On the first day of the quarter following your first anniversary, the employee becomes eligible for the employer-matching plan. JNPA will match employee contribution up to 7½ %. Employees are immediately vested in the plan so that if they terminate from JNPA before retirement, this is employee's money.

### **Section 125 Flexible Spending Account**

JNPA sponsors this voluntary fringe benefit plan, which allows substantial tax savings for health insurance premium payroll deductions, out-of-pocket medical, dental, vision, and childcare expenses. There is also a plan for parking/transportation expenses. Employees may choose to enroll in one or more of these plans and receive tax-free benefits by contributing to these spending accounts through payroll deduction. Funds from the Medical Flex and Dependent Care accounts are then reimbursed to the employee when the related qualified expenses are incurred.

### **Miscellaneous Benefits**

25% Merchandise Discount, \$30 monthly Parking and Transit Discount, Tram Ticket discounts, Bereavement/Executor Leave, Jury Duty/Court Leave, Military Leave