

# Jefferson National Parks Association

## Benefits for Regular Full-Time Employees

### Vacation Pay

Employees earn vacation time at the following rate: 4 hours per pay period during the first three years; 6 hours per pay period for years 4-15; and 8 hours per pay period above 15 years of service. Up to 240 hours of vacation time may be accumulated at the end of the calendar year. Hours in excess of this amount not used by the end of the first pay period of the following year will be forfeited unless approved in advance. Vacation time may be used in quarter hour increments for non-exempt hourly employees and ½ day increments for exempt, salaried employees.

### Sick Leave / Short Term Disability

Employees earn sick leave at the rate of 4 hours per pay period. Sick time may be used in quarter hour increments for non-exempt hourly employees and ½ day increments for exempt, salaried employees. There is no maximum accumulation restriction and these hours carry over to the following year.

### Holidays

There are ten paid holidays a year: New Year's Day, Dr. Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.

### 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 four 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 six 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.

### Merchandise Discounts

Employees receive a 25% discount on merchandise at all JNPA retail and catalog outlets.