

## Jefferson National Parks Association Benefits for Regular Full-Time Employees

**Health Insurance & Health Savings Account** | Employees and their families are covered under a health insurance plan. A partial premium amount is deducted from the employee's paycheck. We also provide a Health Savings Account to reimburse employees for deductibles and other qualified medical expenses. Employees may contribute to this bank account through tax-free contributions. Unused funds roll over for use in future years.

**Retirement Plan** | Employees may elect to deposit some of their own earnings via payroll deduction during their first year of employment into a 403b tax-deferred account. On the first day of the quarter following one year of service, the employee is eligible for the employer-matching plan. We match employee contributions up to 7.5%.

**Paid Time Off** | PTO may be used for vacation, sick, or personal leave. Length of employment determines the accrual rate for PTO hours. 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 are deposited to the employee's Family-Medical Reserve. Paid Bereavement, Jury Duty and Court Leave is also available.

**Paid Holidays** | All full-time employees receive New Year's Day, Thanksgiving, and Christmas Day. Retail and Warehouse employees receive these holidays and eight floating holidays. Central Office employees also receive Memorial Day, Independence Day, Labor Day and five floating holidays. Adjunct employees receive all federally observed holidays.

**Family-Medical Reserve (FMR)** | Employees may set aside time for certain approved circumstances, such as a serious illness, maternity/paternity leave, care for seriously ill family, adoption, and military family leave. New hires begin with a 5-day FMR balance. Reserve balances grow as employees elect to transfer unused PTO hours each year.

**Life & Accidental Death Insurance** | Life insurance is provided at 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, will receive 60% of the employee's average monthly pay, up to \$7500 per month.

**Dental Insurance** | Employees and their dependents are covered under a dental insurance plan. A partial premium amount is deducted from the employee's paycheck.

**Vision Insurance** | Employees and their dependents are covered under a vision insurance plan. A partial premium amount is deducted from the employee's paycheck.

**Flexible Spending Accounts** | This voluntary benefit plan allows substantial tax savings for health insurance premiums, out-of-pocket medical, dental, vision, childcare expenses, and parking or transportation expenses. Employees may enroll in one or more of these plans and receive tax-free benefits by funding these accounts via payroll deduction.

**Parking or Transportation Subsidy** | We fund a portion of an employee's monthly transit or parking pass purchase.

**Miscellaneous Benefits** | Employee Assistance Program, Healthcare Advocacy Program, 25% Store Discount.