

## **EMPLOYEE BENEFITS SUMMARY**

### **Health, Vision and Dental Insurance**

Employees working 30 hours or more are eligible for health insurance administered through the national LCV organization, on the first of the month following their start of employment (an employee starting on the first of the month can begin coverage immediately). Employee contributions toward insurance premiums depend upon plan and dependent care coverage selections.

### **Flexible Spending Account (Commuter/Medical/Dependent Care)**

Employees working 30 hours or more are eligible to participate in a Flexible Spending Account plan, including commuter, health, and dependent care options. These programs allow for allocation of pre-tax payroll deductions toward transportation, healthcare, or dependent care-related expenses. Specific benefit terms and limits detail are provided in the Personnel Manual.

### **Life Insurance, Short and Long-Term Disability Insurance**

Employees working 30 hours or more are eligible for life, short term disability, and long-term disability insurance plans as of their first day of employment. The cost for these plans is paid entirely by New Jersey LCV / Education Fund (NJLCV/EF).

### **Retirement 401(k) Savings Plan**

Employees working 30 hours or more, and regular part-time employees are eligible to enroll in NJLCV/EF's 401(K) plan on their first day of employment. NJLCV/EF will contribute matching funds to the plan, up to 4% of an employee's annual contributions. An additional, optional employer "pension" contribution to full-time employee 401(k) accounts is issued each pay period for currently employed staff, at the discretion of NJLCV/EF. Current contributions are based on \$1,800 issued annually, over 24 pay periods.

### **Leave Between Christmas Day and New Years' Day**

Between Christmas Day and New Years' Day NJLCV/EF's office is closed. Employees are entitled to paid leave during this time, in accordance with their regular work schedules.

### **Sabbatical Leave Program**

Full-time staff are eligible, with prior approval, to take a fully paid one-month sabbatical in their 5<sup>th</sup> year of employment, and a fully paid three-month sabbatical in their 10<sup>th</sup> year of employment. Specific benefit terms are provided in the Personnel Manual.

### **Flexible Fridays Program**

Staff are eligible to work flexible (flextime) Fridays, with options for a Monday through Thursday only schedule, or half-days on Fridays, provided they still work a full 40-hour week. This program is dependent upon position requirements and may be launched and terminated at the discretion of NJLCV/EF, and will depend upon several factors including organization-wide staff workloads and deadlines, election cycles and other considerations.

### **Sick Time**

Regular full-time employees accrue one day (8 hours) of sick leave each month based upon a 40-hour work week; part-time employees accrue sick time on a pro-rated basis. A maximum of forty (40) days can be accrued and carried forward annually.

### **Personal, Floating Holiday and Volunteer Days**

Regular full and part-time employees receive two (2) personal days per year, awarded at the start of each calendar year. New employees hired after June 30<sup>th</sup> receive one (1) personal day in their first year of employment, and two each subsequent year. All employees also receive up to 2 floating holidays/volunteer days for use should they either celebrate a personal religious or family holiday that is not observed by the organization or want to volunteer their time for a day. Unused days cannot be carried forward into the next calendar year.

### **Vacation**

Full-time, regular staff employed up to three years earn 1.25 days of vacation per month of active employment, up to a total of fifteen (15) days per year, and may carry forward into the next calendar year up to twenty-two and a half (22.5) earned but unused days. Staff employed for more than three full years earn 1.67 days of vacation per month of active employment, up to a total of twenty (20) days per year, and may carry forward up to thirty (30) earned but unused days. Part-time regular employees earn vacation on a pro-rated basis.

### **Paid Parental Leave**

Employees who have worked for NJLCV/EF for at least twelve (12) continuous months are eligible to take Paid Parental Leave. Specific terms of the benefit are provided in detail in the Personnel Manual.

### **Staff Annual Expense Allowance**

Each full-time staff member is allowed up to \$600 per fiscal year for reimbursement of personal expenses related to their remote work from home needs. Unused expenses cannot be carried over into the next fiscal year. See Employee Manual for benefit details.

**This is a summary, and does not include all policies concerning administration of benefits. For additional information see the Personnel Manual. Employees are covered under current Federal and New Jersey State-mandated Social Security, Worker's Compensation, Disability Insurance, and Unemployment programs. NJLCV/EF reserves the right to offer, update and/or eliminate any plans and benefits not legally mandated, at any time, at its sole discretion.**