

# 2023 BENEFIT SUMMARY / FULL-TIME EMPLOYEES

This is a brief description of Growth Works benefits for eligible employees, which begin at the first of the month following 30 days of employment. For additional information, please contact Human Resources.



## PAY

Employees are paid bi-weekly by direct deposit.

## PAID HOLIDAYS

### 11 paid holidays per year:

- New Year's Day
- Martin Luther King Day (Observed)
- Memorial Day
- Independence Day - Fourth of July
- Juneteenth
- Labor Day
- Primary and General Election Day (every 2 years)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

*Regular part-time employees are eligible for 6 company paid holidays. (Paid at 8 hours straight time.)*

### Paid Time Off\*

Length of Service	Total Paid Time Off Hours	Total Number of Days PTO
0-1 Year	88 Hours	11 Days
1 Year	128 Hours	16 Days
2 Years	144 Hours	18 Days
3 Years	152 Hours	19 Days
4 Years	160 Hours	20 Days

*\*After 4 years' length of service, an employee earns one additional day (8 hours) of PTO per year, to a maximum possible of 248 hours (31 days total) of PTO.*



## HEALTH INSURANCE

Growth Works offers health insurance through BCN HMO at **NO Premium Cost** to our employees. With an HRA that covers \$3,250 of the employee's deductible for single coverage, and \$6,500 for two person or family.

Type of plan	GW Contribution	Employee
Employee	\$3,250.00	\$250.00 single coverage
Family 2 or more	\$6,500	\$500 for two person or family coverage

Employee is responsible for all copays under the plan, and any remaining coinsurance expenses if you exceed the Growth Works funding.

**NOTE: Employees opting out of health insurance receive \$64.50 in their bi-weekly pay.**

## FLEXIBLE SPENDING ACCOUNTS (FSA)

### Administered by Health Equity

Two accounts available:

- **Healthcare FSA** - Max \$3,050 election to be used for medical, vision or dental expenses
- **Dependent Care FSA** - Max \$5,000 election or \$2,500 if married and filing separately to be used for daycare expenses only, cannot be used for medical expenses.

## DENTAL & VISION

Growth Works offers Delta Dental PPO and VSP (Vision) through BCBS at no charge to staff.

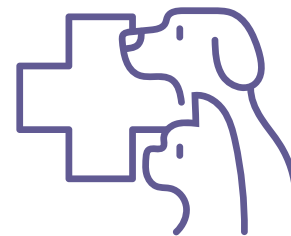
## RETIREMENT 403B PLAN

Growth Works provides a participating 403B plan. Both full-time and part-time employees are eligible to participate with no waiting period to enroll and immediately become fully vested. Growth Works will match 50% of the employee's contribution. Employer maximum contribution per year is \$7,500.



## OTHER BENEFITS:

- Employer paid life insurance in the amount of your yearly salary with the option to buy additional voluntary life insurance for yourself, spouse and children.
- Growth Works offer both short-term and long-term disability insurance.
- Pet Insurance
- Employee Assistance Program (EAP)
- Tax services Growth Works pays up to \$250 to have employee tax services paid through LMR
- Other employee perks



## LICENSURE AND CERTIFICATION

Growth Works covers employee:

- Licensing
- Testing
- Certification fees

Pertaining to your:

- Roles
- Position
- Responsibilities



***Growth Works is a nonprofit and qualifies for loan forgiveness through the Public Service Loan Forgiveness Program (PSLF).***