

2024 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

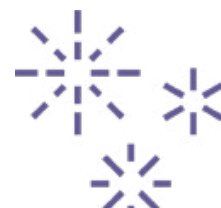
Regular part-time employees are eligible for six (6) company paid holidays: New Year's Day, Memorial Day, Independence Day - Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. (Paid at 8 hours straight time.)

PAID TIME OFF* PTO days start accruing on your first day of employment with Growth Works.

Length of Service	Total Paid Time Off Hours	Total Number of Days PTO
0-1 Year	120 Hours	15 Days
1 Year	144 Hours	18 Days
2 Years	160 Hours	20 Days
3 Years	168 Hours	21 Days
4 Years	176 Hours	22 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.*

PTO CASH OUT Option after seven (7) years of service (certain criteria needs to be met.)



PARENTAL LEAVE

Full-time employees that have worked for the agency for at least 12 months prior to the request of the leave are eligible.

BEREAVEMENT LEAVE WITH REGULAR PAY

- Eight (8) weeks for spouse/partner or child.
- Two (2) weeks for parent/parent-in-law or sibling.
- Two (2) consecutive days for someone who is close to you.

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 \$7,666. This allows you to contribute \$15,334 per year.

WELLNESS REWARD PROGRAM

Full-time staff who complete an annual physical between January 1st and December 31st of the current year are eligible for this benefit.

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 Discounts
- Employee Assistance Program (EAP)
- Tax services Growth Works pays up to \$250 to have employee taxes prepared through LMR
- *Headspace* membership through Growth Works
- Proactive Diversity, Equity and Inclusion Committee
- Other employee perks

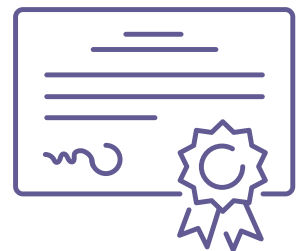
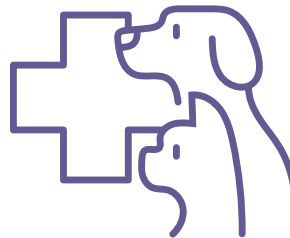
LICENSURE AND CERTIFICATION

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).