

## CAPH/SNI Employee Benefits Summary

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CAPH/SNI offers a very generous and competitive benefits package. With the benefits offered, employees have the flexibility to select benefits based on personal preference, family situation and financial objectives. Regular full-time employees scheduled to work 30 or more hours a week are eligible for all benefits. Benefits are effective on the first day of the month, following the employee's date of hire.

### Health & Welfare Benefits

**Company Cost Share:** The Company pays for **100%** of the cost of medical, vision and dental insurance coverage for **employees and dependents**.

**Medical:** Medical plan carriers can change, but currently they include Aetna HMO, Aetna EPO, Aetna HDHP and Kaiser HMO plans.

**Dental:** We offer a Guardian Premier PPO Plan. Group dental insurance is included with all employee medical plan enrollments.

**Vision:** We offer an optional Vision Service Plan (VSP) nationwide. The vision plan covers an exam and lenses and an allowance towards frames every 12 months.

**Group Term Life:** CAPH/SNI sponsors a MetLife insurance policy valued at \$25,000 for all employees.

**Group Short-Term and Long-Term Disability Insurance:** Aetna policies that may replace up to 60% of salary with tax-free benefits for qualifying short-term and long-term disabilities.

### Retirement Plans

**401(k) Plan:** CAPH/SNI contributes to this plan based on a match of 100% of the first 3% of salary deferral plus 50% of the next 2% of salary deferral. You will be immediately 100% vested in the employer contribution upon plan participation. Also, your vested percentage in your qualified matching contributions, if any, is always 100%.

**Profit Sharing Plan:** CAPH/SNI may make Profit Sharing contributions at its discretion, which will be allocated among all eligible employees, whether or not they make contributions. The current employer contribution is 5% of compensation. Employer contributions benefit those employees that have completed 1 year of service and are employed on the last day of the plan year.

## Professional Development

CAPH/SNI contributes \$500 for employee professional development annually.

### Hybrid Office Accommodations/Reimbursements

**Home Office:** CAPH/SNI provides a one-time reimbursement of up to \$200 for home office accommodations outside of company provided equipment (Laptop, Docking Station, Wireless accessories, Monitor and other ergonomic needs)

**Internet Reimbursement:** CAPH/SNI provides a reimbursement to Employee of \$50 per month for home internet use. A \$25 reimbursement is automatically included on each paycheck.

**Cell Phone Reimbursement:** CAPH/SNI provides a reimbursement to Employee of \$50 per month for cell phone use. A \$25 reimbursement is automatically included on each paycheck.

## Time off

**Vacation Time:** Vacation Time credit is calculated on regular hours worked each pay period according to the following schedule:

<u>Months of Employment</u>	<u>Hours Accrued</u>	<u>Max Hours</u>
0 to 23	120 (3 weeks)	180
24 to 47	160 (4 weeks)	240
48 to 107	176 (4 weeks and 2 days)	264
108 to 120	200 (5 weeks)	300

**Sick Time:** Employees will begin with an annual sick pay accrual of 80 (10 days) hours and the accrual will cap at 160 hours.

### **CAPH/SNI Holidays:**

Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Observance of Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, New Year's Day and 1 Floating Holiday.

**Sabbatical:** Every 8 years, all staff (non-Leadership Team level) are eligible for a one-month paid sabbatical (22 working days) and are eligible for a one-month paid sabbatical thereafter every 5 years.

### Additional Paid Leave

The following additional paid leave is available for full and part-time employees. There is no waiting period before you may utilize the following additional paid leave.

- **Bereavement:** 5 paid time off days are available (per occurrence) if a death occurs in your immediate family. Immediate family includes the employee's spouse or

domestic partner, a parent, child, or sibling of the employee, and the parents, children or siblings of a spouse or domestic partner of the employee.

- **Jury Duty**: 5 paid time off days if selected for Jury Duty.

### **Optional Plans Available at Employee Expense**

**Flexible Spending Account (FSA) Plan:** Healthcare and dependent daycare FSA's are designed to put money right back in your pocket. Limits are subject to IRS rules and annual limits.

**Health Savings Account (HSA) Plan:** Available only if selecting the High Deductible Health Plan through Aetna. Limits are subject to IRS rules and annual limits.

**Pre-Tax Commuter Benefits:** An optional program from Optum that can save you up to 40% on carpools, public transit, and parking costs.

Additional options include Supplemental Life Insurance, Legal Aid, Pet Wellness and more. These voluntary options are available during open enrollment for you to select based on your and your family's needs.

### **Other Services**

**Employee Assistance Program (EAP):** As an employee, you and your family members are eligible for the Employee Assistance Program (EAP) immediately upon your date of hire. This benefit is a confidential service designed to help you and your family with a variety of personal challenges, such as stress, alcohol or drug abuse, marriage or family problems, anxiety or depression. There is no charge to you for this benefit.