
The following is a brief description of the PTSF employee benefits package. A more detailed description of each program will be provided to new employees during their benefits orientation session and is further defined in the Employee Handbook. Benefits are approved on an annual basis by the PTSF Board of Directors and are subject to change.

VACATION

Vacation days are awarded at fifteen (15) days per calendar year, pro-rated upon the employee's date-of-hire. Twenty (20) per calendar year after 5-years of employment (pro-rated during anniversary year); Twenty-five (25) days per calendar year after 10-years of employment. Time-off is encouraged, though a vacation "cash-out" policy is available annually. A maximum of fifteen (15) days can be carried over to the next year, up to the amount of time accrued in one year. Part-time employees working less than 40 hours per week accrue on a prorated basis.

PERSONAL TIME

Full-time employees receive three (3) personal days per calendar year. Personal time must be used and cannot carry over. Personal time is pro-rated during the first year of employment.

HOLIDAYS

Full-time employees receive eleven (11) paid holidays. Eight (8) hour paid holidays include: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day. Four (4) hours of holiday pay are granted on Christmas Eve and New Year's Eve.

SICK LEAVE

Twelve (12) sick leave days are earned per calendar year and can be carried over up to 120 days. Five days each year can be used for family illnesses. Sick leave is prorated during the first year of employment. Part-time employees receive sick time on a prorated basis.

CHILDBIRTH LEAVE

Paid leave is offered to assist employees in caring for the birth/adoption of a child by providing paid and unpaid leave time immediately following the birth or placement of the adopted child in the employee's home. Both full-time and part-time employees are eligible upon successful completion of the 90-day introductory period.

HEALTH INSURANCE

Health Insurance is offered to full-time employees; coverage begins on the first day of employment. Employees are covered at 100 percent. Coverage for families is available at the employee's expense with partial coverage by PTSF.

Note: health insurance is offered by Highmark; two options exist: Traditional PPO, or an HSA account (PTSF makes an annual contribution to the HSA account; employees can also contribute pre-tax funds through payroll deduction, not to exceed the Federal maximum for individuals/families). This amount is prorated for new employees.

DENTAL INSURANCE

Dental Insurance is offered to full-time employees; coverage begins on the first day of the month following the first day of employment. Employees are covered at 100 percent. Coverage for families is available at the employee's expense with partial coverage by PTSF. Dental coverage is offered by Delta Dental.

VISION DISCOUNT-BENEFIT

Vision insurance is offered to full-time employees; coverage begins on the first day of employment. Coverage for families is available at the employee's expense with partial coverage by PTSF. Vision insurance coverage is offered by VBA.

EMPLOYEE BENEFITS SUMMARY

Exempt, Non-Exempt, Full-Time & Part-Time Employees

GROUP TERM LIFE INSURANCE

Group Term Life Insurance coverage begins the first of the month following a full-time employee's date-of-hire. Coverage is set at 300 percent of the employee's annual salary.

LONG TERM DISABILITY INSURANCE

Long Term Disability Insurance coverage begins the first of the month following a full-time employee's hire date, providing for partial replacement of lost income resulting from periods of total disability. Coverage begins 90 days after disability; the total benefit will not exceed 60 percent of monthly earnings.

TRAVEL INSURANCE

Employees are insured while traveling on Foundation business in the amount of \$200,000. Full and part-time employees receive this benefit.

EMPLOYEE HEALTH & WELLNESS PROGRAM

PTSF promotes healthy employees with healthy habits and lifestyles. In turn, PTSF will reimburse employees for health-related expenses up to \$200 per calendar year. Employees are eligible after completing one year of employment.

TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program (TAP) is designed to assist employees who wish to further their professional development by participating in educational coursework, accredited higher education degree programs and professional certification programs that directly contribute to their current or foreseeable future positions with PTSF. The TAP is approved annually by the President at the Employee/Director's request. The TAP is based upon a calendar year with a \$5,000 maximum for full-time employees: \$2,500 for part-time employees.

BUSINESS TRAVEL REIMBURSEMENT

Travel expenses are covered for PTSF related expenses per Policy: HR 118 Travel Reimbursement.

JURY DUTY, BEREAVEMENT LEAVE & MILITARY LEAVE

Paid time is offered for these types of leave; the handbook defines eligibility for both full-time and part-time employees.

EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance is offered with an external agency staffed with trained counselors to assist 24/7. PTSF is not involved and is service and is not informed about individual employees who use the service.

RETIREMENT PLAN

PTSF will contribute a percentage of the employee's salary toward the 401K plan annually. Employees choose how the funds are deposited/invested within a set group of funds chosen by PTSF. Employees can also contribute pre-tax funds into this account through payroll deduction, not to exceed the federal maximum. Full/part-time employees receive this benefit. Plan vesting is immediate upon hire.

COLONIAL VOLUNTARY INSURANCE PLANS

Several additional supplemental insurance plans are offered; these insurance plans are 100% employee funded. However, PTSF offers the ability to purchase these insurance plans through payroll deduction including (but not limited to) Short-Term Disability Insurance, Critical Illness Insurance, Life Insurance, Cancer-Benefit Insurance.