

Foothill CHURCH

Employee Benefit Summary

Benefit	Description	All Employees	30 Hrs / Week Employees	40 Hr / Week Employees
Paydays	<ul style="list-style-type: none"> • Bi-weekly, every other Friday. • Direct deposit to personal checking and/or savings. • Paycheck statements available through ADP payroll system. 	X	X	X
Meal Periods and Rest Periods	<ul style="list-style-type: none"> • Supervisors will work to ensure meal and rest periods are scheduled based on work needs. • Meal periods and rest periods are based on hours worked each day. 	X	X	X
Retirement Plan	<ul style="list-style-type: none"> • A 403B retirement plan is available. • Contributions to the plan are available through the ADP payroll system. • Contributions can be either based on pre-tax dollars or a Roth option. 	X	X	X
Retirement Plan (Employer Match)	<ul style="list-style-type: none"> • Amounts matched by employer is based on employee's contributions and years of service: <ul style="list-style-type: none"> ○ 0 - 12 months: 100% up to 3% of employee's base compensation ○ 13 - 24 months: 100% up to 4% of employee's base compensation ○ 25+ months: 100% up to 5% of employee's base compensation • Employees are immediately 100% vested in employer contributions. 			X
Workers' Compensation	<ul style="list-style-type: none"> • Provided at no cost to employees. • Covers any accident, injury, or illness that arises in the course of employment. • Absence from work due to medical care needed as a result of injury will be paid for the day of the injury or the first absence. • Sick leave or vacation will be used for all subsequent appointments if unable to be scheduled around the work day. 	X	X	X
Harassment	<ul style="list-style-type: none"> • Employer is committed to provide a work environment free of discrimination. • Strict policy prohibiting unlawful harassment as defined by federal and state laws. 	X	X	X

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Sick Leave	<ul style="list-style-type: none"> • Sick leave is accrued per employer's sick leave policies. 	X	X	X
Holiday Leave	<ul style="list-style-type: none"> • Holiday pay is paid based on regular rate of pay. Holiday schedule may adjust annually. • Paid holidays typically include: <ul style="list-style-type: none"> ○ New Year's Day ○ President's Day ○ Memorial Day ○ Labor Day ○ Christmas Eve ○ Weekdays from 12/26 to 12/30 ○ Martin Luther King Day ○ Good Friday ○ 4th of July ○ Thanksgiving Week (Wed, Thu, Fri) ○ Christmas Day ○ New Year's Eve 		X	X
Paid Time Off	<ul style="list-style-type: none"> • PTO is accrued based on real time worked and years of service. 		X	X
Bereavement Leave	<ul style="list-style-type: none"> • Up to 3 days paid leave; 2 additional days allowed, if travel of 250 miles or more is required. • Applicable to death of spouse, child, parent, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, and grandparents-in-law. 		X	X
Medical / Dental / Vision Insurance	<ul style="list-style-type: none"> • Employer may pay a portion of an employee's premium costs. • Optional coverage for dependents is available at employee's expense. • Optional Health Savings Account (HSA) or Flexible Spending Account (FSA) plans are available. • Open enrollment is in June of each year and benefits are effective July 1 of each year. • Upon termination, these benefits will be covered through the end of the month. • Extension of insurance benefits (COBRA) are not available. 		X	X
Life and AD&D Insurance	<ul style="list-style-type: none"> • Includes coverage for employee only for life insurance and accidental death & dismemberment. • Employer pays 100% of the employee's premium costs. 		X	X
Short-Term / Long-Term Insurance	<ul style="list-style-type: none"> • Includes coverage for employee only for short-term disability and long-term disability plans. • Employer pays 100% of the employee's premium costs. 		X	X
Tuition and Childcare	<ul style="list-style-type: none"> • Financial obligations will be met through payroll deductions. • If both spouses are employees at Foothill Church, these discounts are applied "per child", not "per employee". 		X	X

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	<ul style="list-style-type: none">● Discount rates: <table><tr><td><u>Administrative / Professional Staff:</u></td><td><u>Support Staff:</u></td></tr><tr><td><ul style="list-style-type: none">○ School Tuition 75% discount○ Preschool Tuition 50% discount○ Childcare 100% discount</td><td><ul style="list-style-type: none">○ School Tuition 50% discount○ Preschool Tuition 25% discount○ Childcare 100% discount</td></tr></table>● Childcare discounts include TK - 8th grade when it is necessary while the employee is at work.● There are no discounts provided on registration, book fees, lab fees, activities fees, milk/lunch programs, field trips, specialty classes, etc.	<u>Administrative / Professional Staff:</u>	<u>Support Staff:</u>	<ul style="list-style-type: none">○ School Tuition 75% discount○ Preschool Tuition 50% discount○ Childcare 100% discount	<ul style="list-style-type: none">○ School Tuition 50% discount○ Preschool Tuition 25% discount○ Childcare 100% discount			
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