

Foothill CHURCH

Employee Benefit Summary

Benefit	Description	All Employees	30 Hrs / Week Employees	40 Hr / Week Employees
Paydays	• Bi-weekly, every other Friday. • Direct deposit to personal checking and/or savings. • Paycheck statements available through the payroll system.	X	X	X
Meal Periods and Rest Periods	• 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 (Employee Contributions)	• A 403B retirement plan is available. • Employee contributions to the plan are available through the payroll system. • Contributions can be either based on pre-tax dollars or a Roth option.	X	X	X
Retirement Plan Employer Match	• Amounts matched by employer is based on employee's contributions and years of service: ○ 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	• 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 PTO will be used for all subsequent appointments if unable to be scheduled around the work day.	X	X	X
Harassment	• Employer is committed to provide a work environment free of discrimination.	X	X	X

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	• Strict policy prohibiting unlawful harassment as defined by federal and state laws.			
Sick Leave	• Sick leave is accrued per employer's sick leave policies, providing a maximum of 40 hours annually on the employee's anniversary date.	X	X	X
Holiday Leave	• Holiday pay is paid based on regular rate of pay. The holiday schedule may adjust annually. • Paid holidays typically include: ○ New Year's Day ○ President's Day ○ Memorial Day ○ Labor Day ○ Christmas Eve ○ Weekdays between Christmas Day & New Year's Day ○ Martin Luther King, Jr. Day ○ Good Friday and Easter Monday ○ 4th of July ○ Thanksgiving Week (Wed, Thu, Fri) ○ Christmas Day ○ New Year's Eve		X	X
Paid Time Off	• PTO is accrued based on real time worked and years of service.		X	X
State-Provided Bereavement Leave	• Up to 5 days of unpaid leave are available.	X		
Bereavement Leave (CA mandate only)	• Up to 5 days of unpaid leave are available.	X		
Bereavement Leave (CA mandate plus paid leave)	• Up to 5 days of leave are available, with up to 3 days paid. If it is necessary for the employee to travel 250 miles or more, 2 additional days will be paid.		X	X
Medical / Dental / Vision Insurance	• 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.		X	X

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	• Upon termination, these benefits will be covered through the end of the month. • Extension of insurance benefits (COBRA) is not available.			
Life and AD&D Insurance	• Includes coverage for employee only for life insurance and accidental death & dismemberment. • The employer pays 100% of the employee's premium costs.		X	X
Short-Term / Long-Term Insurance	• Includes coverage for employee only for short-term disability and long-term disability plans. • The employer pays 100% of the employee's premium costs.		X	X
Tuition and Childcare	• 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". • Discount rates: <u>Level 1</u> ○ School Tuition 50% discount ○ Preschool Tuition 25% discount ○ Childcare 100% discount <u>Level 2</u> ○ School Tuition 75% discount ○ Preschool Tuition 50% discount ○ Childcare 100% discount • Childcare discounts include TK - 8th grade when necessary while the employee is at work. • There are no discounts provided on registration, book fees, security fee, activities fees, snack/lunch programs, field trips, science camps, specialty classes, etc.		X	X
Educational Assistance Plan	The purpose of this benefit is to provide non-taxable educational assistance to eligible employees.		X	X
Cell Phone	Cell phone stipends or reimbursements are applied to all applicable part-time, part-time eligible, and full-time employees. *This benefit does not apply to on-call employees or substitutes.	X*	X	X

Note: Foothill Church does not pay into California state paid benefits. Examples are: unemployment, paid family leave, etc.