



Benefits Summary

Medical Insurance

Quartz – Second Harvest Foodbank offers both an HMO and a POS plan. SHFB currently pays for 90% of the HMO medical insurance premium for Single, Employee + Spouse, Employee + Children and Family coverage for all full-time staff (regularly scheduled 30 hours per week or more). SHFB will pay 65% of the insurance premium for part time staff (working at least 20 hours per week). Should an employee opt for the POS plan, SHFB will pay the equivalent of 90% of the HMO Premium. Coverage is effective the first of the month following 30 days of employment.

Health Reimbursement Arrangement (HRA)

The Difference Card – SHFB funds an HRA to offset the cost of the medical insurance deductible. Please see the Human Resources Director for more information about this plan.

Dental Insurance

Delta Dental – Currently SHFB pays for the entire Single Premium for staff. If employees elect other coverage (Employee + Spouse or Children or Family), then the employee would pay the difference of the Single coverage vs. the coverage they have selected. Coverage is effective the first of the month following 30 days of employment.

Vision Insurance

Delta Vision – SHFB provides a voluntary vision insurance plan. Employees are able to elect the coverage that is applicable for them (Single, Employee + Children, Employee + Spouse, or Family). As a voluntary plan, the employee pays the entire premium which is deducted on a pre-tax basis. Coverage is effective the first of the month following 30 days of employment.

Life/LTD/STD Insurance

The Hartford – Life insurance is provided in the amount of 1 x the employee's annual salary up to \$50,000. Long Term Disability is 60% of monthly wages following a 90-day elimination period. Short Term Disability provides 60% of weekly wages following a 7-day elimination period. LTD and STD are employee-paid benefits; however, SHFB reimburses you for 100% of the premiums. Coverage is effective the first of the month following 30 days of employment.

401(k)

We currently provide an employer match up to 5% of the employee's salary. Employees can contribute to the plan the first of the month following 60 days of employment, and the employer contributions will begin on the first of month following six months of employment.

Section 125/Flexible Spending Plan

EBC - We offer Medical and Dependent Care Flexible Spending Accounts, as well as pre-tax deductions for all insurance premium deductions. Employees are eligible to enroll the first of the month following 30 days of employment.

Paid Time Off (PTO)

- Upon hire, you will earn **7.08** hours of PTO each pay period up to a maximum of 23 days of PTO per year.
- After **five** years of employment, you will earn **8.62** hours of PTO each pay period, up to a maximum of 28 days of PTO per year.
- After **ten** years of employment you will earn **10.16** hours of PTO each pay period up to a maximum of 33 days of PTO per year.

Employees working less than 1.0 Full-time Equivalency will accrue PTO hours on a pro-rated basis. An employee starting or ending employment in the middle of a pay period will have PTO hours adjusted accordingly for that pay period.

Holidays

SHFB normally observes the following holidays during the year:

New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day.

Paid Volunteer Time

SHFB is committed to making the communities we serve a better place because of our presence. We encourage employees to become actively involved in their local communities by providing paid time off for employees who are interested in volunteering. Full time employees will be provided 8 hours of volunteer time per calendar year, and part time employees (working less than 40 hours per week) will receive a prorated portion of the hours based on the number of hours they are normally scheduled to work.

Paid Voting Time

In an effort to make it easier for our team to engage in their civic responsibilities, SHFB will provide up to two hours of paid voting time for employees to vote in federal, state, or local elections.

Paid Family Leave

SHFB has chosen to provide employees who are on approved FMLA leave with up to 6 weeks of paid leave to allow them to care for themselves, or an eligible family member, or for parents to care for and bond with a newborn or newly adopted or newly placed child, without loss of wages.

Tuition Reimbursement

SHFB will provide tuition reimbursement for courses that will further skills or growth in your current position, or for courses that are degree-related that will prepare you for future career advancement. Full-time employees are eligible for up to \$1,000 per fiscal year, and part-time employees are eligible for up to \$500 per fiscal year.

Transition Pay

SHFB recognizes that there may be temporary financial expenses when making a change in employment (gap in paycheck, insurance costs, etc.). To support this transition, we provide new employees with transition pay in the amount of \$1,500 paid in two payments of \$750. Payments will be made with the employee's first and third paychecks.