



## **ASIA SOCIETY NORTHERN CALIFORNIA BENEFITS SUMMARY**

It is the policy of Asia Society Northern California (ASNC) to provide eligible employees with various welfare, retirement and other benefits, many of which are fully funded by ASNC. These benefits are administered by ADP TotalSource. ASNC reserves the right to modify, amend or terminate its welfare, retirement and other benefits as they apply to all current, former and retired employees. Employee benefits vary according to the status of the employee. Upon hire, more detailed benefits information is available in ADP TotalSource. ASNC currently offers the following benefits to eligible employees:

Key to Eligibility:

- \* Regular full-time staff
- \*\* Regular full-time staff and regular part-time staff working a schedule between 24 and 29 hours per week
- \*\*\* Regular full-time or regular part-time staff
- \*\*\*\* All staff

### **BENEFITS**

#### **Commuter Benefit Plans (CBP) \*\***

CBP Plans are made possible by Section 132 of the Internal Revenue Code. If you participate in the plan, you can have money deducted from your pay to use for work related bus and train expenses and work-related parking expenses. By enrolling in the plan, you can pay for these benefits tax-free, meaning that you will not have to pay federal income taxes, social security (FICA) taxes and most state income taxes on these amounts. Because you pay less tax, your spendable income increases. Staff is eligible to join the plan at any time.

#### **Dental Plan \***

Coverage begins on the first of the month coinciding with or next following the date of employment at no cost to staff. For in-network coverage preventive and diagnostic services are covered at 100%, basic and restorative services at 80% and major services at 50%. The annual calendar year maximum benefit is \$2,000 per member participating in the plan. Eligible dependents include the employee's spouse and children until they reach age 26. Domestic partners are also included based on acceptable proof of the relationship.

### **Disability Insurance – Short Term \*\*\*\***

Employees are covered by California State Disability Insurance (CASDI) which is a short-term public insurance program operated by the State of California Employment Development Department. CASDI is funded by the California SDI tax deducted from employees' pay and provides approximately 60-70% of an employee's wage for up to 52 weeks.

### **Disability Insurance – Long Term \***

Coverage begins on the first of the month coinciding with or next following the date of employment at no cost to staff. This policy takes effect after an eligible employee has been totally disabled for 90 days. The maximum monthly benefit is \$5,000.

### **Employee Discounts \*\*\*\***

A discount program called LifeMart is available to staff through ADP TotalSource. The program offers discounts on nationally recognized products and services including child care, electronics, entertainment, hotels, home, groceries, restaurants, auto, travel and pets.

### **Flexible Spending Accounts \***

Flexible Spending Accounts are made possible by Section 125 of the Internal Revenue Code. Coverage begins on the first of the month coinciding with or next following the date of employment. If you participate in the plan, you can have money deducted from your pay to use for eligible medical expenses not covered by insurance and eligible dependent care expenses. By enrolling in the plan, you can pay for these benefits tax-free, meaning that you will not have to pay federal income taxes, social security (FICA) taxes and most state income taxes on these amounts. Because you pay less tax, your spendable income increases.

### **Health Plan \***

Coverage in the United Health Care health plan begins on the first of the month coinciding with or next following the date of employment. Eligible dependents include the employee's spouse and children until they reach age 26. Domestic partners are also included based on acceptable proof of the relationship. Staff is required to participate in cost sharing for individual, two-party or family coverage. ASNC pays 87% of the premium and staff contribute 13%. Staff contributions per pay check are:

Employee Only: \$71.32

Employee and Spouse: \$149.78

Employee and Children: \$135.52

Employee and Family: \$213.98

## **Life/Accidental Death and Dismemberment Insurance \***

Coverage begins on the first of the month coinciding with or next following the date of employment at no cost to staff. Coverage for life insurance is in the amount of \$100,000 and the same for accidental death and dismemberment.

## **Retirement Plan (Employer Contributions \*\*\* and Employee Contributions \*\*\*\*)**

Employer Contributions - A staff member becomes a member of ASNC's 401(k) retirement plan after one year of service in which they have attained age 21. ASNC contributes the equivalent of 6% of W-2 earnings up to the annual compensation maximum permitted by the IRS. Staff are 100% vested after working 1000 hours in each of three years.

Employee Contributions – After one year of service all staff can also participate in the retirement plan by making their own contributions. Staff may contribute any amount that is within the limitations of the Internal Revenue Code for the purchase of additional retirement benefits. Contributions are made by payroll deduction on a tax-deferred basis. A Roth feature is also available for contributions on an after-tax basis. For employee contributions staff may enroll at any time after the waiting period is satisfied.

## **Vision Plan\***

The voluntary vision plan is funded by employees. Coverage begins on the first of the month coinciding with or next following the date of employment. The plan offers both in-network and out-of-network coverage for exams, lenses frames, contacts and Lasik. Eligible dependents include the employee's spouse and children until they reach 26. Domestic partners are also included based on acceptable proof of the relationship.

Staff contribute at the following rates per paycheck:

Employee Only: \$2.98

Employee and Spouse: \$5.96

Employee and Children: \$6.38

Employee and Family: \$10.21

## **Voluntary Benefits \*\*\***

Through ADP TotalSource ASNC is able to offer staff the following additional voluntary benefits which are funded by employees:

- Additional Term Life Insurance (Employee, Spouse, Child)
- Additional Accidental Death and Dismemberment Insurance
- Additional Short-Term Disability Insurance
- Critical Illness Insurance
- Hospital Indemnity Insurance
- Accident Insurance

- Group Legal Services

### **Work-Life Employee Assistance Program \*\*\*\***

We recognize the challenges of balancing work with the circumstances of everyday life and therefore have a Work-Life Employee Assistance Program (EAP) available at no cost to staff, members of their household and children up to age 26. The program, available through ADP TotalSource, provides professional consultation and referral to assist with a wide spectrum of work, family and personal issues and is available to staff as of the date of hire. It's confidential and available anytime, any day.

### **PAID TIME OFF**

#### **Paid Time Off (PTO) \***

ASNC recognizes that staff have diverse needs for time off from work and should have the flexibility to best manage the use of their available time off, whether it is for vacation, appointments, emergencies or to conduct other personal business.

Employees classified as regular full-time scheduled to work 30 or more hours per week begin accruing PTO on their first day of employment. For regular full-time staff scheduled to work 40 hours per week PTO accrues on a pro-rata basis at a rate of 5.85 hours per pay period, or 19 days/152 hours per year for the first two years of employment, and then 7.38 hours per pay period or 24 days/192 hours per year thereafter. For regular full-time staff hired to work less than 40 hours per week this is pro-rated. Additionally, an employee may accrue up to 336 hours of PTO, at which point accrual ceases. Accrual resumes only when, and to the extent, that the employee's PTO leave balance drops down below the maximum.

#### **Paid Sick and Safe Leave \*\*\*\***

Paid sick leave is provided to give employees some protection against loss of pay during periods when they are absent due to illness or injury.

All employees (whether full-time, part-time, temporary or on-call and including undocumented and household employees) who perform work in San Francisco are eligible to accrue paid sick and safe leave, except for employees who:

- Perform work in San Francisco for fewer than 56 hours in a calendar year;
- Work from their home in San Francisco and work fewer than 56 hours in a calendar year; and
- Are not based in San Francisco but who stop in San Francisco to work (e.g., for a pick-up or delivery), if they perform fewer than 56 hours of work in the City in a calendar year.

Employees are eligible to accrue paid sick and safe leave only for the hours worked in San Francisco.

Employees begin accruing paid sick and safe leave on the first day of employment, and accrue one hour of paid sick and safe leave for every 30 hours worked in San Francisco, including overtime hours for non-exempt employees. Beginning January 1, 2024 paid sick and safe leave accrues to a maximum of 80 hours. Employees can begin to use their accrued paid sick and safe leave as soon as it is accrued.

Accrued but unused sick and safe leave can be carried over from year to year. However, once the maximum amount has been accrued, no further sick and safe leave will accrue until previously accrued sick leave is used. Employees will not accrue sick and safe leave during unpaid leaves of absence.

After accrued sick and safe leave is exhausted if extended use of sick or safe leave is needed, regular full-time staff scheduled to work 30 or more hours per week will be paid for up to 12 weeks, in full, in a 12 month period, at their regular rate of pay, in connection with absences related directly to the employee, and for up to 10 days per calendar year at their regular rate of pay for purposes of caring for a family member. The 12 week maximum includes any accrued sick and safe leave that was taken.

### **Holidays \*\***

Staff classified as regular full-time are entitled to time off with pay for 12 holidays per calendar year. Regular part-time staff scheduled to work between 24 and 29 hours per week are entitled to time off with pay if the holiday falls on a day the staff member is scheduled to work.

### **STAFF DEVELOPMENT**

#### **Global Staff Development Business Travel Fund \*\***

The intent of the fund is to enable world staff to broaden their knowledge of the Asia Society's activities and build a more cohesive global organization by working at an Asia Society conference or another Asia Society location. Priority is given to staff with one or more years of service and whose job wouldn't normally include business travel. Awards of up to \$3,500 each are given to cover air and ground travel expenses, hotel and food.

#### **Self-Development Program \***

Between July 4 and Labor Day, regular full-time staff can take Fridays as self-development days. During the rest of the year up to four hours of work time per month can also be taken. This is a unique program to allow staff more time to enhance their skill set so they can grow and contribute more to ASNC. Examples include, but are not limited to taking an online course, learning an Asian language or volunteering for a cause associated with our mission. Working with your supervisor, days and hours may also be aggregated.

## **Reimbursement for Self-Development Activities \*\***

ASNC provides reimbursement up to a maximum of \$2,000 per Fiscal Year for individual requests and \$3,000 for group requests covering costs for self-development activities including tuition, coaching, conferences, seminars, workshops and team building to encourage employees to enhance their professional effectiveness by strengthening their skills, knowledge and competencies applicable to their self-development as well as to the overall mission of the Asia Society. All regular full-time staff and part-time staff working a schedule between 24 and 29 hours per week are eligible to apply.

January, 2024