



2023 Overview of Benefits for Full-Time Eligible Employees

Description	Amnesty Pays	Employee Pays	Highlights
Medical Plan #1	93% EE & Children	7%	Cigna's OAP Plus plan allows employees and covered dependents to seek services either in or out of network. Employees have a \$1,000 deductible plan. Eligible employees are covered on the first of the month following their hire date.
	88% Spouse	12%	
Medical Plan #2	98% EE & Children	2%	Cigna's HMO plan allows employees and covered dependents to seek services in network only. Employees have a \$1,500 deductible plan. Eligible employees are covered on the first of the month following their hire date.
	93% Spouse	7%	
Dental Plan	100%		Cigna's PPO plan allows employees to seek services either in or out of network. Annual maximum benefit of \$1,500. Eligible employees are covered on the first of the month following their hire date.
Vision Plan		100%	Cigna's Voluntary VSP PPO Vision plan provides employees with substantial savings on frames, lenses, contact lenses and laser vision correction surgery.
Health Care Flexible Spending Account		100%	Allows employees to set aside pretax money for out-of-pocket medical expenses, such as prescriptions, OTC medicine, vision care, etc. Every year you decide up front how much money you want to put in the account. The 2023 annual limit is \$3,050. AIUSA also makes an annual contribution of \$500 to all eligible employees FSA account.
Health Reimbursement Account (HRA) for Mental Health Services	100%		The HRA sets aside funds for mental health care for employees to find care without worrying about whether or not that specific provider is "in-network" relative to their medical plan. Employees can utilize funds set aside to cover the cost of services like psychiatrist visits, Mental Health counseling, addiction counseling and other qualified Mental Health Therapy.
Dependent Care Spending Account		100%	Allows employees to set aside pretax money for payment of certain dependent care expenses each year. The 2023 annual IRS limit is \$5,000.
Commuter Benefit		100%	Allows employees to set aside pretax earnings to pay for commuting expenses. The 2023 monthly limit is \$300 for transit and \$300 for parking.
Basic Life Insurance and Accidental Death and Dismemberment Insurance	100%		Provides \$50,000 of basic life insurance coverage for employees with an additional \$50,000 coverage for accidental death and dismemberment.
\$60/month Technology Stipend	100%		AIUSA pays \$60/month to all employees to use towards internet, cell phone, and other technological support.
\$500 Home Office Set-up Reimbursement (Lifetime Maximum Benefit)	100%		All regular staff members* will receive up to \$500 in total reimbursement(s) for substantiated expenses incurred for home office needs that are not automatically provided to staff, e.g. a standing desk or computer chair. (*temporary staff are not eligible for this benefit)
100% match 403(b) Retirement Plan	100%		After one year of service AIUSA matches 100% dollar-for-dollar up to 5% of your salary that you contribute to the plan. Employees may defer up to 100% of their earnings, pretax to a maximum of \$22,500 + additional catch up amt of \$7,500 in 2023 for employees age 50 or over.
Paid Parental Leave			When you welcome a new baby, AIUSA encourages you to take up to 16 weeks of maternity/paternity leave. First 6 weeks of leave are paid at 100%, next 10 weeks are paid at 80% pay. Single fathers, adoptive parents, or primary care givers, can also take up to 16 weeks. (Benefit eligibility begins after 6 months of service)
Remote Work Flexibility			Workplace flexibility at AIUSA is determined by job function, job responsibility, and organizational priorities and needs. Remote work classifications are fully remote, hybrid, or remote but location-bound. All classifications provide some level of flexibility.



Professional Development and Subscriptions		AIUSA provides free access to LinkedIn Learning. The digital library has over 6,000 courses on a wide range of topics taught by real-world professionals. You can take an entire course, watch individual videos, or engage in a learning path - a combination of courses that together form a virtual program. Employees also have access to a free premium account on the Calm app.
Short Term Disability	100%	Provides 60% of weekly salary to a maximum of \$500 for 26 weeks
Long Term Disability	100%	Provides 60% of employee's gross monthly salary to a maximum of \$7,500 after 26 weeks of Short Term Disability.

Paid Time Off for Full-Time, Eligible Employees

Vacation	<p>Employees earn 1.25 Vacation days per month (15 days in a year) in their first two years of service.</p> <p>After two years of service, employees earn 1.66 Vacation days per month (20 days in a year)</p>
Holidays	<p>There are twelve paid staff Holidays in a calendar year, including the Friday after Thanksgiving. Half days are also worked the day preceding the holiday for New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.</p>
Personal Days	<p>A New Hire is eligible to receive Personal days on a prorated basis in the first year of employment. Thereafter, each employee may take seven personal days in a calendar year.</p>
Sick Days	<p>Ten Sick days are advanced at the beginning of each calendar year. New Hires receive Sick days on a prorated basis in the first year of employment. Sick days are to be used for the employee's own illness, medical appointments, or mental health days. Unused sick days are carried forward, without limit, from year to year.</p>
Summer Fridays	<p>We work half-days each Friday from Juneteenth through Labor Day.</p>
35-Hour Work Week	<p>While this isn't a formal benefit, we encourage a 35-hour work weeks. We don't want people working more than 35 hours a week in any sustained fashion. In a crisis or every once-in-a-while we may require short-term extended hours, but otherwise we strongly encourage a maximum of 35-hours per week, and 8 hours of sleep a night. Exempt employees are eligible for compensatory time for working in excess of 35 hours per week.</p>

Part-Time Employees may be eligible for some benefits on a pro-rated basis. Other paid leave benefits available for such things as Bereavement, Family & Medical Leave and Jury Duty.

Please contact **People and Culture** for details