



## ASTHO BENEFITS-AT-A-GLANCE

### WORK SCHEDULE

The ASTHO work week is 37.5 hours. As a telework environment, employees may elect to work from an off-site location. Telework agreements require supervisor's approval and usually do not commence immediately. Employees are expected to be available to come into the office as scheduled and when necessary.

### COMPRESSED WORK PERIOD

ASTHO full time staff who are interested in the flexibility of working a compressed work period may work 75 hours in 9 days with 1 day off (alternate Fridays).  $\text{Work Period} = \text{Pay Period (10 business days)} / 75 \text{ hours}$

### PAID LEAVE

#### Holidays

ASTHO grants all 10 federal holidays and the day after Thanksgiving to all regular employees.

#### Annual Leave

Annual leave is accrued on a per-pay basis. A maximum of 187.5 hours of annual leave may be carried over from one calendar year to the next. ASTHO part time regular employees earn leave prorated based on scheduled hours and full time regular employees earn annual leave as follows:

| Length of Employment | Hours Accrued Per Pay | Total Days Per Year |
|----------------------|-----------------------|---------------------|
| 0 – 12 months        | 4.33 hours            | 15 days             |
| 13 – 59 months       | 5.77 hours            | 20 days             |
| 60+ months           | 7.21 hours            | 25 days             |

#### Sick Leave

All regular employees accrue sick leave on a per-pay period basis equivalent to up to ten (10) days each calendar year. Unused sick leave may be accumulated from year-to-year without limit.

#### Personal Leave

All regular employees are granted up to fifteen (15) hours of personal leave each fiscal year (10/1). This time does **not** carry over to the next year if unused.

#### Medical Insurance

CareFirst – there are 3 plan options – Preferred PPO, Advantage POS, HMO Open Access. ASTHO pays approximately 80% of the medical insurance premium.

#### Dental

Dental insurance provisions provide coverage options and ASTHO pays 80% of the premium for the plans.

#### Vision

As a participant of this plan, employees are eligible for a comprehensive eye exam each year with participating providers, as well as lenses and frames. ASTHO pays 80% of the premium for the plan.

#### Short-term Disability/Long-term Disability

Short-term disability provides income of up to 66% of regular employees' weekly earnings for up to 13 weeks. Long-term disability provides income of up to 60% of regular employees' weekly earnings.

#### Life Insurance

Each regular employee is covered for 2 times their annual salary with a cap at \$500,000. ASTHO provides \$10,000 of spousal life insurance coverage and \$5,000 of child life insurance coverage at no cost to employees.

### **FLEXIBLE SPENDING ACCOUNT (FSA)**

The flexible spending account offers tax-advantaged financial accounts for medical care expenses, dependent care expenses, and transportation to work expenses. The FSA allows an employee to set aside a portion of his or her earnings to pay for qualified expenses which is deducted from an employee's pay pre-tax.

### **PARKING/TRANSIT BENEFIT**

ASTHO will pay up to \$175 per month for qualified parking or transportation expenses. This is managed through the flexible spending administrator and varies based on an employee's telework schedule.

### **PROFESSIONAL DEVELOPMENT**

ASTHO is committed to providing opportunities for staff to enhance their knowledge and expertise in areas relevant to ASTHO's mission. Professional development, tuition reimbursement, and membership to professional organizations are a part of the overall development benefit offered to employees.

### **RETIREMENT/PENSION PLAN**

ASTHO contributes 5.875% of an employee's monthly compensation to the 403(b) plan after 6 months of employment and that amount increases to 11.75% of an employee's monthly compensation after the employee has completed one year of service. Regular employees may make voluntary contributions upon joining ASTHO.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

A comprehensive assistance program offers not only traditional counseling and referral services, but provides many "life" services as well, including assistance with legal issues and general community services. Financial, elder care, and child care information is provided through the EAP.

### **HEALTH AND WELLNESS BENEFIT**

ASTHO encourages staff to maintain a healthy lifestyle by offering a \$35/month reimbursement for health and wellness programs. These activities may include, but are not limited to, membership with fitness clubs, weight reduction programs, exercise/dance/yoga classes, nutrition education, or smoking cessation services.

### **COMMUNICATION BENEFIT**

ASTHO provides a \$75/month allocation to staff for communication costs to support electronic connectivity.

### **OVERTIME PAY**

Nonexempt employees are eligible for overtime pay. Exempt employees are not eligible to receive overtime pay.

### **ATTIRE**

The general dress code is business casual. Employees may wear casual attire on Fridays.

### **PART TIME EMPLOYMENT**

Employees hired into regular part time employment status (20 hours or more per week) receive prorated benefits.

*This list is meant only as a general reference and is not binding. The benefits listed herein are subject to ASTHO definitions, limitations, and Employment Policies. All benefits may be altered or eliminated by the Association.*