**Statement of Benefits**

**Updated September 2023**

At RA, we believe our employees are our most valuable resource. In order to attract and retain the best qualified candidates, RA strives to provide all employees with a competitive package of compensation and benefits. The following provides a brief description of our current package and should not be considered a complete explanation. The details of each program are available from the human resources administrator. Each year, RA reviews benefit offerings to ensure that we are offering quality options to employees, therefore any benefits listed are subject to change.

**Compensation:** Employees are paid bi-weekly (26 pay periods per year). Compensation level is set at the hire date based on market forces. Compensation and performance are reviewed annually, typically in or around March of each year.

**Paid Time Off:** Employees earn vacation and sick/personal hours according to the following schedule when hours have been worked within the pay period.

Paid Time Off Accrual for full-time employees:

|  |  |  |
| --- | --- | --- |
| Years of Service | PTO Accrual | Accrual rate per pay period |
| 0 –4 | 14 days | 4.31 hours |
| 5 – 9 | 20 days | 6.15 hours |
| 9 or more | 26 days | 8.00 hours |

Paid Time off Accrual for part-time employees:

|  |  |  |
| --- | --- | --- |
| Years of Service | PTO Accrual | Accrual rate per pay period |
| 0 –4 | 7 days | 2.15 hours |
| 5 – 9 | 10 days | 3.07 hours |
| 9 or more | 13 days | 4.00 hours |

**Bonuses:** The company may elect to distribute Discretionary Bonuses based on company and individual performance.

**Holidays:** Employees receive 8 paid holidays. Holidays paid include:

|  |  |
| --- | --- |
| New Year’s Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving Day |
| July 4th | Christmas Eve |
| Labor Day | Christmas Day |

**Bereavement Policy:** RA provides bereavement leave on a case-by-case basis for employees. In the event of a death of an employee or an employee’s spouse’s immediate family member, a regular employee who works full-time shall be granted up to three (3) paid days for bereavement leave. In the case of a part-time employee, the three (3) paid days will be prorated, based on the number of hours they are normally scheduled to work each week. Compensation shall be at the employee’s current rate of pay. If additional time is requested and approved by the supervisor, the employee may take PTO days or unpaid leave.

For this rule's purposes, immediate family members shall include parent, spouse, child, stepchild, stepparent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

All requests for Bereavement Leave shall be directed to your supervisor, Vice-President, or CEO. Extenuating circumstances may result in adjustment of allotted hours. Proof of death and relationship to the deceased may be required.

**401k Program:** A company match is provided on amounts employees save through the plan at the rate of 100% for the first 3% of compensation deferred and at 50% for the next 2% of compensation deferred. Participation is offered to new employees on the first day of the month following 30 days of employment.

**Health/Dental Insurance:** Health/Dental insurance/major medical coverage is provided and partially paid for by the company. Current medical rates paid by the employees are on the attached benefits election form (subject to change based upon the annual plan renewal).

**Section 125 Cafeteria Plan**: The Cafeteria plan allows employees to deduct from their pay before tax dollars to pay any personal portion of the health or dental insurance premium or to contribute to a medical reimbursement plan.

**Short Term Disability:** Short term disability insurance is provided to each RA employee by the employer. The coverage provides payment in the event of disability (including childbirth). Coverage is effective after 15 days of qualifying incident. Payment is based on 60% of weekly earnings up to $1800 per week, up to 11 weeks.

**Long Term Disability**: Long term disability insurance is provided to each RA employee by the employer. The coverage provides payment in the event of disability based on a percentage of then current compensation following a 15-day disability qualifying period. Note, Long Term Disability coincides with Short Term Disability and becomes effective after 11 weeks.

**Life Insurance/Accidental Death and Dismemberment:** A $50,000 life insurance/Accidental Death and Dismemberment (AD&D) policy is provided to each employee by RA.

**Professional Training:** Funds are budgeted annually to support the professional development of employees through participation in outside programs, conferences, and societies. Requests to utilize these funds are approved as justified.

**Direct Deposit:** Direct deposit of net pay is available to employees.

This gives a brief description of these programs. Additional information or clarification may be obtained through your local office.

**Voluntary Benefits (programs available to you, paid for by you):**

**Vision:** coverage for exams, lenses, discounts on frames, contacts, & Lasik

**Critical Illness Insurance: can** be purchased in benefit levels ranging from $5,000 to $20,000 for the employee, spouse, and child(ren). Critical Illness benefits are paid upon diagnosis of conditions in three categories.

(1) Cancer

(2) Vascular

(3) Other coverage, such as transplant, coma, and severe burns.

**Accident Insurance:** offers supplemental coverage for accidents, injuries, ambulance services, and accidental death.

**Term Life Insurance:** can be purchased for the employee, spouse or child(ren) ranging in amounts from $10,000 to $300,000.

Human Resources\Benefits\Benefits Summary September 2023