

# children's museum<sup>®</sup>

## PITTSBURGH

### SUMMARY OF BENEFITS FOR REGULAR **PART-TIME** BENEFIT ELIGIBLE EMPLOYEES

Regular Part-time Benefit Eligible Employees are defined as those employees who regularly work at least 30 hours per week and are eligible for the following benefit package:

#### ***Voluntary Health Insurance***

Eligibility begins effective the first of the month after a 60 day waiting period from date of hire (or date of eligibility as regular part-time employee, whichever is later). The majority of the premium cost will be paid for by the employer. The employee may choose to elect dependent coverage and pay the additional premium cost.

#### ***Voluntary Dental Insurance***

Eligibility begins the first of the month after a two month waiting period from date of hire. Participation is at your own cost and the rates will be deducted on a pre-tax basis from your paycheck.

***Retirement Plan – Nationwide:*** An eligible employee may enroll into a 403(b) plan, which includes a Roth contribution plan. The Children's Museum will match up to 3% of an eligible employee's salary based on the employee's contribution after a six month waiting period and quarterly entry date. Vesting will be at 100% after three years. An employee may choose to contribute additional monies without the match up to federal IRS regulations.

#### ***Employee Assistance Program***

The EAP is available to all employees and their families at no cost. Back on Track provides confidential assistance in dealing with personal concerns, available 24 hours a day/7 days a week. All callers are offered a free face-to-face session with a qualified therapist (up to 4 face-to-face sessions may be offered).

#### ***Flexible Spending Account***

This pre-tax benefit is available to employees, even if not enrolled in our health plan, and allows participants to use *pre-tax dollars* to pay for out-of-pocket medical expenses and dependent care expenses.

#### ***Paid Time Off***

Five (5) Paid Time Off days will be awarded after a 3 month waiting period. These days may be used for absences in a 12 month period.

#### ***Paid Holidays***

Regular part-time employees will receive half pay for a holiday that the employee is normally scheduled to work but the Museum is closed.

#### ***Paid Meal Break***

Part-time employees are paid for up to a 30 minute break per day.

#### ***Parking***

A pre-tax benefit is available for those eligible full and regular part-time employees who elect parking in the Allegheny Center Parking Lots. Availability of a parking pass is not guaranteed. In addition, employees may enroll for automatic payroll deductions on a pretax basis for qualified transportation expenses under the Museum's Transportation Benefit Plan (TBP) and in compliance with IRS Code Section 132(f). Qualified transportation expenses include mass transit purchases and parking expenses.

Employees are prohibited from parking on-site or in Museum designated lots unless you have an appropriate pass. Parking is available on a discounted basis for the Allegheny Center parking garage (available for purchase at the front desk).

### ***Children's Museum Membership***

Part-time Children's Museum employees receive free family memberships after a six month waiting period and a 15% discount on all gift memberships purchased.

### ***Discounts***

Part-time employees receive up to a 50% discount in the Big Red Room Café and 15% at the Children's Museum Store. Part-time employees receive a 20% discount on birthday parties held at the Museum.

### ***Continuation of Insurance under COBRA***

Under COBRA, if an employee terminates employment with the company, the employee is entitled to continue participating in the company's group health and/or dental plan for a prescribed period of time, usually 18 months. If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a 2 percent administrative fee. Please notify the Business Office for further information.

### ***Workers' Compensation***

The Children's Museum provides workers' compensation for any injury that you may suffer in connection with your employment. Employees who are injured on the job will receive paid time off related to an on-the-job injury during times the employee was scheduled to work during the first 7 calendar days unless otherwise compensable under workers' compensation.

The benefits for this program are established by the Commonwealth of Pennsylvania and are uniform for all Children's Museum employees. If you have been injured on the job, you are eligible to apply for workers' compensation. If your claim is approved, workers' compensation can provide payment for medical bills and tests, rehabilitation services necessary to return to work and for wages lost due to the accident.

If you need medical attention you must seek treatment from one of the providers as listed on the Posted Panel of Providers for 90 days. If the employee's injuries are so severe that emergency care is required, notice of the employee's rights and duties shall be given as soon after the occurrence of the injury as is practicable.