



Full-Time Employee Benefits

Health and Dental Insurance

Group health and dental benefits begin the first day of the month after a 60 day waiting period from an employee's hire date/full-time eligible date. 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.

Eligible employees electing to opt out of the Museum Health Insurance plan because of coverage under another plan may receive an additional week of vacation in lieu of participation in the Museum health insurance benefits.

Vision Insurance

Group vision benefits, if selected, begin the first day of the month after an employee has completed a 60 day waiting period from the employee's hire date/full-time eligible date. The employer will pay the full cost of the premium for individual coverage and the employee may choose to pay the difference in the cost of premium to add dependent coverage.

Retirement Plan – Nationwide:

An eligible employee may enroll into a 403(b) plan, which includes a Roth contribution option. 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.

Pre-tax benefits

Employees may elect to make benefit premium deductions on a pre-tax basis.

Additional Benefits offered at no cost to all full-time employees:

- **Life Insurance** - \$50,000 term life/\$50,000 accidental death & dismemberment benefit.
- **Short and Long Term Disability**—an income replacement benefit for eligible employees which would start after the provider's designated elimination period
- **Flexible Spending Account:** This pre-tax benefit is available to eligible employees (including those full and part-time employees working at least six months at 20 hours per week 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.

Supplemental Benefits:

Supplemental Life Insurance may be purchased for the employee, spouse, and dependents as outlined by Insurance carrier.

Holidays

The Children’s Museum is closed for 6 days: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. Full-time employees who are normally scheduled to work on those days will be granted the day off with pay.

Vacation

Full-time employees are eligible for vacation with pay in accordance with the following schedule:

Years worked	5 or less	6-10	11-20	More than 20
Dept. Heads	20 days	25 days	30 days	30 days
Other Full-time Positions	15 days	20 days	25 days	25 days

Sick Leave

Full-time employees are entitled to ten (10) sick days per year with sick days accrued at a rate of .83 days per month *up to a maximum accrual of 30 sick days*. Employees are eligible for paid sick leave after two (2) months of employment.

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.

Museum Discounts

Children's Museum employees receive a 10% discount at the Children's Museum's Café and 15% discount at the Store. Full-time employees receive a 20% discount on birthday parties held at the Museum.

Children's Museum Membership

All full and part-time Children's Museum employees receive free family memberships to the Children's Museum. Employees are eligible after a six month waiting period. Full-time employees receive a 15% discount on all gift memberships purchased.

Admission Coupons

Full-time employees receive 5 "admit 4 free" coupons annually.

Parking

Employees are provided on a limited basis, discounted off-site parking.

Paid Meal Break

Full-time employees are paid for up to a one hour break per day.

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.