

Benefits

Paid Time Off

The Agency encourages employees to get away from work by granting paid time off (PTO) based on years of service. The amount of PTO earned is based upon length of service as determined from an employee's date of employment, and pay is based on the employee's weekly base salary.

Earned PTO credits are defined as those hours recorded to your account each January 1st to be used within the following 12-month period. Earned PTO credits for full-time employees are determined each December 31st according to the following schedule, assuming employee works 8 hours per day:

Years of Service	Days Earned Non- Executive Staff	Hours Earned Non-Executive Staff	Non- Executive Hours Accrued by Pay Period	Days Earned Executive Staff	Hours Earned Executive Staff	Executive Hours Accrued by Pay Period
1-6 months	8.5	68	5.23	10.5	84	6.46
7 months – 12 months	8.5	68	5.23	11.5	92	7.08
2 nd – 3 rd Year	19	152	5.85	24	192	7.38
3 rd – 5 th Year	22	176	6.77	27	216	8.31
6 th – 9 th Year	24	192	7.38	29	232	8.92
10 th – 13 th Year	26	208	8.00	31	248	9.54
14 th – 17 th Year	28	224	8.62	33	264	10.15
18 th – 20 th Year	30	240	9.23	35	280	10.77
21 st Years+	32	256	9.85	37	296	11.38

All earned PTO credits must be taken within the 12-month period following the date they were credited to your account. PTO credits not used within this period will be forfeited, unless written approval is obtained from the CEO/President for alteration of this policy for each and every year you desire to carry over benefits.

Employees may carryover a maximum of twenty-two (22) days for each year. If the UWKV or supervisor(s) finds it necessary to request employees to delay all or part of their PTO until the next year, the CEO/President will give special consideration in these cases. Supervisor(s) should make the request in writing explaining the circumstances.

The supervisor and/or CEO/President must approve vacation schedules far in advance. Vacation priority will be resolved on the basis of seniority. Persons eligible for three weeks of vacation are expected to take no more than ten consecutive working days at the same time.

Holidays

The Agency observes the following paid holidays each year:

Independence Day

Martin Luther King Day

President's Day

Spring Holiday

Memorial Day

Juneteenth Independence Day

Labor Day

Indigenous People's Day

Veterans Day

Thanksgiving Day+Friday

Christmas Eve – New Year's Day

Employees are eligible for holiday pay after 30 days of employment as a staff member. In order to receive pay for a recognized holiday, you must work the normal working days both before and after the holiday. Employees will not be paid for holidays that occur while they are on unpaid leave. An employee on paid leave (paid vacation) surrounding the holiday, will be eligible for holiday pay.

Part time employees who are not normally scheduled to work on that day will not be paid for the holiday.

An eligible employee may also choose a floating Holiday, or 'personal day.' The scheduled date must be approved in advance by the supervisor and may be decided by seniority.

The Agency retains the right to mandate PTO.

Health and Dental Insurance

UWKV offers you the opportunity to enroll in comprehensive major medical Blue Cross/Blue Shield group health insurance, dental insurance, and Medical and Dependent Care FSA plans. The plan is comprehensive major medical. Dental insurance is also available as an option. Eligible employees must work 30 hours or more per week. Coverage will begin on the first calendar day of the month following employment. Open enrollment is August 1 – 31. If you have any questions please talk to the finance department.

United Way is pleased to contribute a large share of the employee health insurance premium. Rates and contribution amounts are subject to change each year when the policy renews on September 1. You will be notified of rate and/or policy changes during open enrollment, August 1-31. You may obtain a copy of the current rates from the Finance department at any time.

Life Insurance

On the first of the month following employment, employees who work at least 30 hours or more per week receive life insurance and accidental death & dismemberment coverage in the amount of their annual salary at no cost to employees. Each employee will be provided with information describing the benefits. Employees can purchase additional life insurance coverage at their expense.

Long-Term and Short-Term Disability Insurance

On the first of the month following employment, employees who work at least 30 hours or more per week, receive long-term and short-term disability insurance as a group benefit. Each employee will be provided with information describing the plan.

	Cost to Employee	Benefit
Reliance Standard Life Insurance	no cost	1 times annual earnings
Long term Disability Ins	no cost	60% of earnings monthly
Short Term Disability Ins	no cost	60% of earnings weekly to max of 13 weeks

Retirement

Employees may participate in the 403(b) retirement plan upon hire. After completion of one (1) year of service if employee contributes to 403(b) retirement plan, UWKV shall match of up to 2% into the retirement plan. Please see the Plan Summary document for details.

Vesting—Current and former employees hired before April 1, 2015 became 100% vested for all employer contributions as soon as they met the one-year and hours of service requirement. Current and future employees hired after April 1, 2015 will achieve vesting based on years of service in accordance with the following schedule: after 1 year – 20%, after 2 years – 40%, after 3 years – 60%, after 4 years – 80%, after 5 years – 100%. For example, eligible employees who sever their relationship with United Way between their first and second years would be able to withdraw only 20% of the amount UWKV contributed. Of course, employees are always 100% vested for the amount of the employee's elective contributions, any rollover contributions, and related earnings.

Leaves of Absence

Time off from the job through leave of absence is a privilege that may provide continuity of service and continuation of benefit plan participation in certain circumstances. As such, all leaves (whether paid or unpaid) require the prior approval of the CEO/President. New employees (those not having completed 30 days of employment) are not eligible for leave except for bereavement or as a result of a worker's compensation claim. Should an employee's leave of absence extend longer than one month, the employee must assume full health care plan costs.

Jury Duty

The Agency provides excused absence time for eligible employees who have completed 30 days of employment to fulfill their civic responsibility through jury or witness duty.

If you receive notification to report for jury or witness duty, you should present such notification to your supervisor. For the required absence time, the employee is excused with pay for jury duty. If jury duty is longer than two (2) weeks the UWKV may reduce the employees' pay by the fee received for jury duty. Absence from work for jury duty will not reflect on the employees' attendance record.

This policy does not apply in cases of absence where you are a litigant, complainant or defendant in matters involving your own personal interests.

Personal Time Off Without Pay

You are expected to be at work every day to perform the duties of your job. The Agency does not allow personal time off without pay. If you miss work three (3) instances (either full or partial days) in a rolling 12 month time period, in excess of your paid vacation or sick allowance, you will receive

a verbal warning. A fourth (4th) instance will result in a written warning indicating that a fifth (5th) instance may result in termination. A fifth offense may result in termination of employment.

This policy does not apply if you have applied for and been approved for FMLA leave and this absence is covered under your approved FMLA plan. Please read the FMLA policy section.

Military Training

Membership in the National Guard or Armed Forces Reserve may obligate you to be absent from work for training purposes. Notification of reporting for duty should be given to your supervisor. Military leave is granted to eligible employees without pay. The Agency will grant leave in accordance with the Uniformed Services Employment and Reemployment Right Act of 1994.

Bereavement

An excused paid absence may be given up to three days if there is a death of an immediate family member provided you attend the funeral or memorial service. Absence is not to extend beyond the day of the funeral or service. Employees with less than 30 days of service may be granted time off without pay.

Immediate family members include: Spouse, child and stepchild, grandparents, parents, brothers and sisters, son and daughter-in-law, mother and father-in-law, brother and sister-in-law.

The Agency recognizes the close association of other non-family members, and may, at its discretion, allow paid absence of one day for funeral attendance of these persons.

Parental Leave Policy

UWKV will comply with all federal, state, and local laws regarding employees who are pregnant, go through childbirth, or are new parents, including the granting of leave. The Agency may provide parental leaves of absence with pay at the employee's regular rate for eligible employees who are full-time and have been employed with the UWKV for at least six months. Employees may take time off to fulfill family obligations relating directly to childbirth or adoption as follows:

- Two weeks of paid leave for bonding with the new child

Employees wishing to take parental leave must notify the President at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). Sick and vacation leave may also be used to extend parental leave with the advanced approval of the President. Parental leave cannot be taken intermittently or on a reduced leave schedule unless the President agrees.

Nursing Mothers Policy

The Agency will provide nursing mothers with a reasonable break time to express milk for their infant children, up to one year after the child's birth. Employees are encouraged to discuss the length and frequency of these breaks with the President. Break time should, if

possible, be taken concurrently with other break times already provided. With regard to non-exempt employees, breaks to express milk during regular compensated break time will continue to be compensated, while other breaks will not be compensated. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest or meal periods. The Agency will provide a space that is shielded from view and free from intrusion from co-workers.

Infant at Work Program

The Agency does offer an Infant at Work program for the parents of newborns. Ask your supervisor for more information about this program.

Family and Medical Leave Act

Basic Leave

As an employer with less than 50 employees, UWKV is not required to offer FML; however, as an added bonus to your employment with us we have decided to offer it.

UWKV provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

The leave year will be a "rolling" 12-month period measured backward from the date an employee uses FML. Thus, each time an employee takes FML, the remaining leave entitlement is the balance of 12 weeks not used in the preceding 12 months.

Military Family Leave

Eligible employees on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The Agency will maintain group health insurance for employees on FML whenever such insurance was provided before the leave was taken, and coverage will be on the same terms as if the employee had continued to work. Where applicable, employees should make arrangements to pay for their share of health insurance premiums while on leave. If paid leave is used for any portion of the family or medical leave, the employee's portion of the premiums will be deducted from the employee's paycheck under the same terms and conditions which existed before the leave began. At the time an employee begins unpaid family or medical leave, he/she shall receive written and/or email instructions detailing the time and manner in which the employee's portion of the premiums are to be paid by the employee.

The Agency may recover from an employee who fails to return to work at the end of the leave health insurance premiums it has paid during a period of unpaid FML unless failure to return is due to:

- The continuation, recurrence, or onset of a serious health condition which would have entitled the employee to FML or;
- Other circumstances beyond the employee's control.

An employee who returns to work for at least 30 days is deemed to have "returned" to work. Upon return from FML, the Agency will restore the employee to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, the Family Medical Leave Act (FMLA) does not entitle a restored employee to any more rights, benefits, or employment beyond that to which the employee would have been entitled had the employee not taken FML.

Eligibility Requirements

Employees are eligible if they have worked for at least one year, for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Leave for birth or placement for adoption or foster care must commence within 12 months of the birth or placement. Leave may begin before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. An

expectant mother may take leave before the birth of the child for prenatal care or if her condition makes her unable to work.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or the Agency may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the Agency's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the Agency's normal call-in procedures. Employees must provide sufficient information for the Agency to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, or the need for hospitalization or continuing treatment by a health care provider. Employees also must inform the Agency if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.