



# THEI BENEFITS SUMMARY

## WHY THEI?

At THEI, we believe people are our greatest strength. Whether you're our student, staff or community, we believe in staying mission-focused in all aspects of our work.

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*These benefits apply to all full-time staff at THEI*

## KEY BENEFITS

1. Semi-monthly pay (15th & 30th)
2. 23 Paid Holidays per year
3. 160 PTO hours per year - non-accrued
4. Ability to use flex-time
5. SimpleIRA+ Retirement Savings Plan (3% Employer Match)
6. Professional development funding
7. Work from home requests available
8. Cellphone stipend
9. Personal travel incentive fund
10. Birthday & work anniversary recognition

## HEALTH & INSURANCE BENEFITS

11. 100% Employer-Paid Medical, Dental & Vision Insurance
  - Option to choose either Copay or HSA-Compatible Plan
12. Employer Contributions to Health Coverage
13. Telemedicine Access
14. Life Insurance (base policy provided by THEI)
15. Short-Term Disability Insurance (covered by THEI)
16. Accidental Death & Dismemberment Coverage
17. Option to purchase additional coverage

***For your future & work-life balance:***

## SEMI-MONTHLY PAY

Always on the 15th and 30th. Payday falls on the weekend or a holiday? We'll pay on the earliest business day *before* payday.

## PAID HOLIDAYS &amp; PTO

Employees receive **23 paid holidays per year** (to be defined annually) plus 160 hours of non-accrued PTO days annually. We value balance and encourage staff to use time off for rest, reflection and rejuvenation.

## FLEX TIME &amp; REMOTE WORK

THEI promotes flexible scheduling, and employees may request flex-time and work-from-home days.

## RETIREMENT SAVINGS PLAN

THEI offers a **SimpleIRA+ retirement savings plan**, with an automatic **3% employer match** on contributions.

## PROFESSIONAL DEVELOPMENT FUNDING

Staff are encouraged to pursue growth opportunities. THEI provides funding for approved professional development activities including training, workshops, and conferences, and you have the opportunity to attend NCHEP, the largest annual conference in our field.

## HOME OFFICE EQUIPMENT &amp; CELL PHONE STIPEND

We will assist you in furnishing your home office based upon your needs and position. If you need something, just ask! We also provide a cellphone stipend with each paycheck to ensure you stay connected.

## PERSONAL TRAVEL INCENTIVE FUND

We believe in investing to improve all aspects of our staff's lives. This includes providing an annual fund of \$500 for staff to utilize for personal travel and to incentivize your PTO. Want to head to Hawaii for a period of rest? All you'll need to do is submit your receipts and you'll see those funds added to your next paycheck!

## BIRTHDAY & WORK ANNIVERSARY RECOGNITION

At THEI, we take pride in celebrating all of our staff's accomplishments. Adding another year of wisdom to either your life or resume is something to be celebrated! We take care to recognize these days for staff and provide a gift card every year.

### ***For your health and wellness:***

## MEDICAL, DENTAL, & VISION INSURANCE

THEI pays 100% of premiums for employees, with the option to choose between a traditional copay plan or a high-deductible plan compatible with an HSA. Coverage extends to dental and vision as well.

## OPTIONS FOR HSA PLAN

If you select the HSA-compatible plan during enrollment, THEI will contribute the difference of the cost between two plans into your HSA on a monthly basis. This means you can expect roughly \$90 per month in addition to your own contributions.

## GROUP LIFE & ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

THEI provides group life and AD&D insurance equal to \$10,000 worth of coverage at no cost to you. We also provide the option to purchase additional coverage subject to eligibility.

## SHORT-TERM DISABILITY

In the event you become disabled from a non-work related injury or sickness, disability income benefits are provided as a source of income at up to 60% of your salary for up to 12 weeks.

## ADDITIONAL BENEFITS:

- Monthly Staff Circle Meetings facilitated by a counselor to provide space to decompress and share safely with colleagues.
- Weekly Holding Space:
- Telemedicine Access
- Access to mental health