

EMPLOYEE BENEFITS SUMMARY – Regular employees

The following is a summary of benefits for comprehensive information, please refer to the Kawerak Personnel Policies.

Benefit	Eligibility Date and Summary						
Health Insurance, including; Short-term disability, Long term disability, AD&D, & Life insurance, and Additional Life Insurance	<p>1st day of the month following sixty days of employment. Must be a regular part-time status employee that works 30 hours or more in a week. Must submit enrollment card prior to end of sixty days. See Principal plan booklet for Life, LTD, STD, AD&D, Additional Life Insurance.</p> <p>The cost for complete medical coverage is:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">EMPLOYEE ONLY</td> <td style="text-align: right;">\$50</td> </tr> <tr> <td>EMPLOYEE PLUS ONE</td> <td style="text-align: right;">See FEHB Plan Options</td> </tr> <tr> <td>EMPLOYEE & FAMILY</td> <td style="text-align: right;">See FEHB Plan Options</td> </tr> </table> <p>The cost will be deducted out of the first two (2) pay checks each month</p> <p>Life insurance 3 X annual salary</p>	EMPLOYEE ONLY	\$50	EMPLOYEE PLUS ONE	See FEHB Plan Options	EMPLOYEE & FAMILY	See FEHB Plan Options
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EMPLOYEE & FAMILY	See FEHB Plan Options						
Sam’s Club or Costco Membership	Date of hire-Reimbursement only in the amount of \$45.00						
Nome Rec Center & Swimming Pool usage	Date of hire-Regular employees may utilize the Nome Rec Center and Swimming Pool at no cost. ID req, must sign in the Kawerak booklet.						
COBRA Insurance	Upon termination the employee may voluntarily enroll at employee’s cost. Must respond within 60 days of notice or termination. See information for eligibility requirements.						
Pension	After 12 consecutive months of service. 2 enrollment dates - January & July. Kawerak contributes 7% of gross wages on behalf of eligible employees.						
403(b) Savings	Voluntarily enroll at any time, at employee’s cost. A Payroll deduction will be made to the selected plan.						
Direct Deposit	Date of hire-Enroll at anytime, employee option to have their paychecks direct deposited into their bank account						
Volunteerism	Date of hire-Volunteer at any school for up to 4 hours a month without using personal leave. Must have supervisor’s approval.						
AFLAC – Supplemental Insurance	Voluntary enrollment at employee’s cost. Enroll/dis-enroll during open enrollment period in December . New employees may enroll at any time.						
Subsistence Leave	After 12 consecutive months of regular employment. May take up to 5 work days during the year. Sub leave does not carry over into the next year and is based on hours normally worked.						
Personal Leave Usage	PL is available upon completion of initial						

	probationary period (6 mos). Probationary status employees can use personal leave due to their own, or immediate family illness during probation, if its accrued.
Holidays/Birthdays	Kawerak will observe the following holidays: Employee Birthday, New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday/President's Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veteran's Day, Thanksgiving Day, Alaska Native/American Indian American Heritage Day & Christmas Day. Regular employees will be compensated for Kawerak observed holidays. Must be in pay status the last workday & first workday after, or have leave to cover. Individual Kawerak programs (e.g. Head Start, Child Care, and CAC) may have a separate holiday schedule and/or policy. Staff who work for these programs with a separate holiday schedule and/or policy, must comply with the program's holiday policy/schedule. Emergency or Temporary employees who have worked for Kawerak for one (1) consecutive month or longer, may receive holiday pay to the extent allowed and in accordance with Section 5.9.
Employee Health and Wellness & Inclement Weather Leave	The Kawerak President may approve employees taking paid leave for health and wellness, morale & safety purposes. Specific requirements are available in Kawerak's personnel policies.
Bereavement Leave	Date of hire-If a regular employee suffers a death in the immediate family, paid bereavement leave may be granted to the employee, up to a maximum of five (5) days, and not chargeable to the employee's personal leave.
Foster Parent Leave	Regular employees may be granted leave to fulfill required obligations as foster parents (e.g. court, administrative meetings with the Office of Children's Services, therapy, etc.) during work hours, not to exceed one week per quarter, subject to supervisor approval. To be eligible to utilize foster parent leave, an employee must be a foster parent providing care for a child in state or tribal custody. If foster parent leave is approved, the employee will not be required to take personal leave during the time they are away from the worksite. Foster parent leave cannot be used to extend paid hours beyond the employee's normal scheduled pay period hours.
Administrative Leave	Date of hire-Regular employees who sit on various

	boards and commissions may be allowed to attend periodic meetings of such boards and commissions using administrative leave, provided that their representation benefits the residents of the Bering Strait region and does not impact their ability to effectively fulfill their job functions. Not to exceed one week per quarter.
Family and Medical Leave	After 1 year of service and worked 1250 hours in the last 12 months. Family and personal leave for medical reasons (FMLA) may be granted to any employee for up to twelve (12) weeks preceding and/or following the birth of a child or an adoption, the need to care for a child, spouse or parent with a serious health condition or a health condition which limits the employee's job performance.
Jury Duty	Date of hire-Paid jury duty leave will be granted to a regular employee for jury duty, witness duty, or other civil duties not to exceed the employee's normal schedule workday, up to a maximum of 30 working days. Civil duty compensation must be turned in to Accounting.
Military Leave	Date of hire-Paid leave of absence will be granted to an employee for military training and encampment duties. Such leave may not exceed 10 working days per calendar year without prior written approval of the President.
Cashing out Leave	Employees with accrued personal leave who have completed one year of service may cash out accrued personal leave once a calendar year. Must leave enough hours in their leave bank to cover absences up to 1 week.
Leave without Pay	Employees are encouraged to utilize all paid leave accrued prior to requesting leave without pay. On rare occasions, leave without pay may be granted without exhausting paid leave on a case-by-case basis upon approval from the immediate supervisor.
Pay Advance	Pay advances may be issued at Kawerak's discretion, and are not to exceed seventy five percent (75%) of an employee's gross earnings for that pay period. Pay advances may be issued only in cases of emergency, such as medical reasons or family emergencies.

Salary Increases for Merit and Cost of Living.	<p>Salary increases may be granted (in accordance with guidelines contained in the Salary Compensation System) if an employee's overall work performance is rated above average or better during the annual employee performance evaluation process.</p> <p>Salary increases for regular employees, if granted, will take effect on the anniversary date of hire, the new evaluation date (if the evaluation date has been changed), or anniversary date of last increase. Seasonal staff merit increases, if granted, are effective the first day of return following the seasonal lay-off. A Performance Evaluation Report form must be completed before a salary increase will be authorized.</p> <p>COLA: COLA may be applied the first full pay period in January, depending on availability of funds.</p>
Government Discounts	Federal & State discounts; Kawerak identification card may be required.
Budget Car Rental	In order to receive the special discount, please use your Budget Corporate Discount number (BDC#). To book on line, please visit www.budget.com
Worker's Compensation/Incident Reporting	Date of hire-Alaska National Insurance Company is available to Kawerak employees for work-related illnesses or injuries that qualify employees for benefits, which may include medical treatment and/or time loss compensation. Claims are subject to review and approval by the insurance company and Worker's Compensation Board.
Dell Discounts	Kawerak employees are eligible to join the Dell Membership purchase program which offers discounts on the purchase of Dell products and select electronics and accessories.
Continuing Education	Based on program funding availability, Kawerak may reimburse for completion of college related courses, when courses benefit current role or assists the employee in advancement within Kawerak.
Sabbatical Leave	Employees who have worked ten or more consecutive years at Kawerak. Refer to Kawerak personnel policies for more details.
Fellowship Opportunities	President may authorize an extended leave or absence to attend a fellowship at an accredited University.
Relocation Expenses	Kawerak may provide a maximum of up to \$3,000 of the following type of expenses: movement of household and personal effects either by freight or postage, or airline travel for the employee or immediate family members to the place of employment and costs associated with finding a new home,

	<p>this may include advance trips by the employee and spouse to locate living quarters and/or temporary lodging during the transition period, up to a maximum period of 30 days. Kawerak will incur no liability for expenses incurred by the employee that fall beyond the explicit provisions of this policy. Refer to Kawerak personnel policies for more details. (if funding is available)</p>
GCI	Epic employee discount program for cell services, contact Customer services 800-800-7754
Wells Fargo Membership Banking	All employees can receive free checking and free direct deposits when you sign up with Wells Fargo, must mention you're a Kawerak employee
Alaska Airline Discount Code	All employees can receive discounted rates with Alaska Airlines, ask the Accounting Department for the code.

*Note: Plan booklets and descriptions are provided to employees on date of hire, and can be access on our internal website.

Updated 11/2016 rb.