



TAHIRIH
JUSTICE
CENTER®

Protecting Immigrant Women and Girls Fleeing Violence

Benefits Overview

At Tahirih, we take a holistic approach towards employee wellness and self-care. With that philosophy, we have curated a comprehensive benefit package to support employees and their families through affordable healthcare and income-protection offerings for benefit-eligible staff.

Tahirih covers employee medical, dental, vision, basic life and AD&D, and long-term disability premiums at 100%. Employees are able to purchase coverage for their legally recognized dependents and spouses/domestic partners and Tahirih will subsidize the cost by 50%.

Who is a Benefit-Eligible Employee?

In accordance with the Affordable Care Act (ACA), regular employees consistently working a minimum of 30 hours per week are eligible to participate in all of Tahirih's benefit plans. Benefits are available beginning the 1st day of employment.

Medical and Vision

Our medical and vision insurance are provided through CareFirst Blue Cross Blue Shield. The medical insurance is through the Blue Advantage Point of Service Plan (POS) and is on the Blue Advantage (MD-DC-VA) and the national Basic PPO (all locations) networks. No referral is required and employees have access to providers in and out of network www.carefirst.com.

- **Blue 365** – Employees that participate in Tahirih's medical insurance plan have access to Blue Cross' blue 365 program which offers discounts on gym memberships and other wellness programs. To register, visit <https://www.blue365deals.com/>.
- **HRA** - Tahirih funds a portion of the medical deductible through a Health Reimbursement Arrangement (HRA). Our HRA is administered through LD & B <http://www.ldbbenefitsadmin.com>.

Dental

Dental insurance is provided through United Concordia Insurance Company (UNUM) and is on the Advantage 2.0 PPO network offering both in network and out of network coverage. www.unumdental.com

Health and Dependent Care Flexible Spending Accounts (FSA)

Tahirih also offers benefit eligible employees the opportunity to set aside pre-tax dollars to cover out of pocket medical costs (subject to IRS limits) and eligible dependent care costs (subject to IRS limits).

Basic Life, Accidental Death & Dismemberment and Voluntary Insurance

Through Reliance Standard Insurance, Tahirih covers employees up to 1x their annual salary to a maximum of \$100,000.00 at 100% of the premium costs. <http://www.reliancestandard.com/employee-individual/>
Employees have the option of purchasing supplement insurance for themselves as well as voluntary coverage for their spouses/domestic partners and dependents.

401(K)

Tahirih offers employees a pre-tax option for saving for their retirement through our 401(K) plan administered through ADP. All employees are eligible to participate in the 401(K) plan.

Employee Assistance Program (EAP) through Life's Solutions and Headspace

Tahirih is aware of the challenges that our staff may face in their personal lives and balancing the amazing work that they do for our clients. To provide employees a confidential resource to access free counseling and referral services, we offer an Employee Assistance Program through ADP's Life's Solutions at (888)-231-7015. Additionally, Tahirih also offers a free subscription to Headspace which provides mental health support through meditation www.headspace.com.

Professional Dues/Memberships

Tahirih reimburses the professional license fees and/or dues that are necessary to maintain your professional standing as it pertains to your current position or potential future position, at Tahirih.

Professional Development

Tahirih strongly encourages professional development and sets aside money in its annual budget for staff development. Staff members are strongly encouraged to work with their supervisor to determine a skills development plan, to include cross-functional job assignments, outside trainings, seminars and etc. Each month, Tahirih facilitates an organization-wide staff learning meetings to explore specific topics and areas of our work that have broad relevance.

Paid Time Off

During the first year of employment, Tahirih employees accrue up to 15 days of paid vacation (5 hours/pay period) and up to 10 days of sick leave (3.33 hours/pay period). After 1 year of credible service, employees will earn up to 20 days of paid vacation (6.67 hours/pay period).

Comp Time

Tahirih allows exempt employees working above an average of 9 hours per day in a semi-monthly pay period to save up to 40 hours in a “comp bank” for later use. Comp time must be used in the calendar year during which it is earned.

Birthdays

Every Tahirih employee receives a paid ½ day off to celebrate his/her birthday.

Parental Leave

Employees that just gave birth or have adopted a child for whom they will be the primary caregiver, are entitled to 6 weeks of paid leave to care for their new child and an additional 6 weeks of unpaid leave. Secondary caregivers are entitled to 2 weeks of paid leave and up to 4 weeks of additional unpaid leave.

Sabbaticals

Tahirih offers 2 types of sabbaticals for long-term staff to support professional development and to enrich Tahirih’s capabilities as an organization.

- **Professional Retreat** – employees that have been with Tahirih for a minimum of 3 years working 30 or more regularly scheduled hours per week, are eligible for a two-week paid Professional Retreat to encourage professional development.
- **Personal Sabbatical** – employees that have completed 7 years of service at Tahirih are eligible for a paid 6-week Personal Sabbatical leave to support ongoing professional development.

Holidays

Tahirih observes the Federal holiday schedule in addition to the Baha’i New Year, Naw Ruz. Tahirih also offers its staff a paid week of leave from 12/25-12/31 in observance of the winter holiday season.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Naw Ruz (March 20 or 21 – depending on the lunar calendar)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas Day - New Year's Eve (December 25 – December 31)

Direct Deposit

Tahirih offers direct deposit of wages into a bank or federal credit union of your choice. Alternatively, we also support salary deposits onto pre-paid debit cards. Tahirih pays on a semi-monthly basis and our pay dates are on the 7th and 22nd of each month.

Employee Self-Service

Through ADP, Tahirih offers employees more control over access to their personal information, paystubs, taxes, and direct deposits through Employee Self-Service (ESS). With ESS, employees can log on via their iOS or Android phone app or through the web portal to access or update their information at any time, from anywhere through <https://myadpresource.com>.

Flexible Schedules

Tahirih's core operating hours are 9AM – 5:30PM. Alternative work schedules can be agreed upon between the employee and their supervisor based on the employee's individual needs and the requirements of the position.

Telecommuting

Tahirih places a high value on face-to-face collaboration and consultation in the workplace. However, partial telecommuting can be accommodated in some circumstances. We consider telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Requests may require Executive Director approval.