

***At Tahirih, we take a holistic approach to employee wellness and self-care. With this approach in mind, we provide a comprehensive benefits package to support the health and wellness of employees and their families. All non-temporary employees enjoy several General, Paid Leave, and Professional Development Benefits. Non-temporary employees who work at least 20 hours per week are eligible to participate in Tahirih’s 401(k) Retirement Contribution Plan. Those who work at least 30 hours per week also enjoy insurance benefits and sabbatical opportunities.***

# GENERAL BENEFITS

**Direct Deposit.** Employees may elect to receive their earnings via direct deposit to a bank or federal credit union or pre-paid debit card. Payroll is processed semi-monthly on the 7th and 22nd (or previous business day) of each month.

**Employee Self-service.** Through our payroll provider Paylocity, employees can access their personal information, earnings statements, tax elections, and direct deposit information through the Employee Self-Service portal which through a smartphone app or online at https://access.paylocity.com/.

**Employee Assistance Program.** Tahirih’s Employee Assistance Program (EAP) through ACI Specialty Benefits at is a confidential resource providing access to free counseling and referral services to a variety of professionals on topics ranging from mental health to legal issues to financial planning. The toll-free number is (855)-775-4357.

**Headspace.** Through a generous donation from Headspace, Tahirih offers all employees a free subscription to this online service and smartphone app that provides individual guided meditation and mindfulness training. For more info, visit [www.headspace.com.](http://www.headspace.com/)

**Alternative Work Schedules.** Tahirih’s core operating hours are 9:00AM – 5:30PM local time. Employees may work with their supervisors to define an alternative work schedule based on the employee’s needs and the requirements of the position.

**Telecommuting.** Tahirih places high value on face-to-face collaboration and consultation in the workplace. However, we also recognize telecommuting can be a viable option when individual, job and supervisor characteristics are well suited to the arrangement. Requests for telecommuting arrangements may require CEO approval.

# PAID LEAVE BENEFITS

**Holidays.** Tahirih observes the following Federal holidays in addition to the Baha’i New Year of Naw Ruz on March 20 or 21 (depending on the lunar calendar) and a week-long holiday between December 25 and December 31 each year:

* New Year's Day (January 1)
* Martin Luther King, Jr. Day (third Monday in January)
* Washington’s Birthday (third Monday in February)
* 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 Day (fourth Thursday in November)
* Christmas Day (December 25)

**Self-managed Paid Time Off (PTO).** Tahirih believes that employees should have the freedom to manage their time while taking responsibility for coordinating with colleagues to support one another in both meeting team goals and taking time to rest and recharge as needed. To this end, we offer Self-managed Paid Time Off (PTO) in lieu of accrued vacation and sick time for all employees. Every employee enjoys the flexibility to take time off as needed for planned absences such as vacations, birthdays and jury duty as well as unplanned events such as sickness and bereavement.

**Parental Leave.** Tahirih provides paid Parental Leave for up to twelve (12) weeks to employees welcoming a new child via birth, foster care or adoption. This benefit coordinates with Tahirih’s short-term disability insurance and/or state-mandated insurance programs, which may cover a portion of the leave. Once these benefits are exhausted, Tahirih pays the employee directly for remaining leave time at the employee’s regular, pre-leave rate of pay.

# PROFESSIONAL DEVELOPMENT BENEFITS

**Professional Dues**. For employees holding professional licenses and certifications including bar association memberships, Tahirih pays the cost of annual dues up to $350 per professional. For more information, employees should consult with their supervisors.

**Training and Professional Development.** As part of our commitment to employee development, Tahirih establishes a training and professional development budget ever year. We strongly encourage all employees to work with their supervisors to define a skills development plan that includes cross-functional job assignments, outside trainings and seminars, certifications, and other opportunities for professional growth. Tahirih also facilitates organization-wide staff trainings that provide opportunities to acquire and improve specific skills and competencies relevant to our work.

# RETIREMENT PLAN

Regular employees who work at least 20 hours per week are also eligible for Tahirih’s 401(k) Retirement Contribution Plan. Under the Plan, benefit-eligible employees receive an additional 5% of salary in a tax-deferred retirement account. Account balances vest over six years at the rate of 20% per year beginning with the employee’s second employment anniversary. Employees select their own investments from among an array of mutual funds including 60+ socially responsible funds. Employees can also contribute to their 401(k) accounts on a pre-tax or post-tax basis via payroll deduction.

# INSURANCE BENEFITS

For employees who work more than 30 hours per week, Tahirih covers the full cost of health, dental, vision, short- and long-term disability, and life insurance for the employee as well as 50% of the monthly premium for eligible qualifying dependents.

# Health and Vision. Health and vision insurance through CareFirst Blue Cross Blue Shield 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. Employees have access to both in-network and out-of-network providers without a referral. More information is available at www.carefirst.com.

# Health Reimbursement Arrangement (HRA).Tahirih funds $1,000 of the employee’s health insurance deductible through an HRA which is administered by LD&B Benefits Administrators,

# Dental. Dental insurance through United Concordia Insurance Company (UNUM) and the Advantage 2.0 PPO Network offers both in network and out of network coverage. More information is available at www.unumdental.com.

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| **Participation Level** | **Deduction (per Payroll Period)** | | |
| **Health** | **Dental** | **Vision** |
| Employee Only | $ -- | $ -- | $ -- |
| Employee + Domestic Partner\* | 113.42 | 8.45 | 1.75 |
| Employee + Child | 107.75 | 20.00 | 2.00 |
| Family | 221.12 | 32.35 | 2.75 |

*\*NOTE: Employees interested in covering non-married domestic partners may wish to consult with a tax professional before electing this coverage, as there are additional tax implications under current IRS regulations which may significantly increase the employee’s cost.*

# Health and Dependent Care Flexible Spending Accounts (FSA). Employees can elect to set aside pre-tax dollars to cover eligible out-of-pocket medical and dependent care expenses, subject to IRS limits.

# Basic Life, Accidental Death & Dismemberment and Voluntary Insurance. Through Reliance Standard Insurance, eligible employees receive life insurance coverage in the amount of 1x their annual salary to a maximum of $100,000. Employees may also elect to purchase additional life insurance for themselves, their domestic partners, and dependents at competitive rates with no required health screening or physical exam up to certain limits. For more information, please visit <http://www.reliancestandard.com/employee-individual/>.

# SABBATICAL OPPORTUNITIES

Tahirih rewards long-term employees through two different sabbatical opportunities that are intended to support professional development and enrich Tahirih’s capabilities as an organization.

**Professional Retreat.** Tahirih employees who have worked 30 or more regularly scheduled hours per week for at least three years are eligible for a three-week paid Professional Retreat to complete an approved project.

**Personal Sabbatical.** After completing seven years of service, eligible employees are encouraged to take advantage of a paid, six-week Personal Sabbatical to rest, reflect, refresh and recharge.

***For additional information on Tahirih’s benefits, please contact [hr@tahirih.org.](mailto:hr@tahirih.org)***