

# Benefits Summary



NAYA offers generous benefits to help employees take care of themselves and their families. Employees who work at least half time are eligible for NAYA benefits. Vacation and sick time benefits are prorated if you work part time.

You are eligible for medical and dental insurance on the first of the month after your date of hire. Spouses, domestic partners and dependent children are all eligible to join your coverage

## Health

**Medical insurance** Choose between two plans: Kaiser HMO and Kaiser Added Choice. If you choose the HMO plan, NAYA pays 100% of the cost for your coverage and shares the cost for your spouse, partner and/or dependent children. If you choose Kaiser Added Choice, you pay a modest monthly premium from your paycheck. Both Kaiser and Kaiser Added Choice offer acupuncture, chiropractic and massage benefits.

**Vision insurance** Kaiser Permanente's *Total Eye Care* is bundled with both medical plans.

**Dental insurance** Our provider is Principal Dental. You can receive dental care from any dentist, or choose a dentist within the Principal network for the lowest out of pocket cost. NAYA pays 100% of the cost of your coverage and shares the cost for coverage of your spouse, partner and/or dependent children.

**Healthcare flexible spending account (FSA)** You may choose to participate in a healthcare FSA whereby each paycheck, you will make pre-tax contributions to an FSA account with BenefitHelp Solutions. You'll receive a debit card and can pay for healthcare expenses such as co-pays, prescriptions and other eligible medical or health expenses.

## Time Off

**Holidays** We recognize 14 paid holidays: New Years Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day and two floating holidays.

**Vacation** During the first year of employment, vacation accrues at a rate of 2 weeks (i.e. 80 hours) per year. During the 2nd and 3rd year of employment, vacation accrues at a rate of 3 weeks per year, and this increases to a maximum of 6 weeks during Year 13.

**Sick leave** Sick leave is accrued at a rate of 1 day (i.e. 8 hours) per month.

**Paid bereavement leave** All employees are eligible, upon approval, for up to five days of paid leave per year when a member of their immediate family crosses over.

## Other insurance

**Life insurance** NAYA provides life insurance through Principal. Life insurance pays your beneficiary \$25,000 in the event of your death. We also provide Accidental Death and Dismemberment (AD&D) insurance, which provides an additional cash benefit to your beneficiary. NAYA pays the full cost of this coverage.

**Voluntary insurance** You have the option of purchasing additional insurance through Colonial Life. Colonial Life offers accident insurance, critical illness insurance, disability insurance and term life insurance.

**Employee assistance program (EAP)** The EAP is a free and confidential benefit that can assist you and your family members with personal issues, including crisis, financial and legal counseling. You can speak to a licensed, confidential counselor six times per year, per incident.

## Retirement

You are eligible to participate in NAYA's 401k plan after three months of service. All employees will be automatically enrolled at a 1% pre-tax savings rate. You may opt out or select a higher savings rate. NAYA matches 100% of the first 6% you contribute.

## Professional Development

NAYA encourages every employee participate in professional development, including taking part in projects, community activities, professional conferences and training courses. It is expected that you and your supervisor set forth a professional development plan each year so that your supervisor can include this in their annual budget request.

## Breakfast and Lunch

NAYA has an excellent onsite cafeteria which is open for breakfast and lunch most days. You may use your employee badge to charge meals so that they can be deducted from your paycheck.