



## Employee Benefits Highlights

Health Leads offers a forward thinking and comprehensive array of benefits, support services, and policies that embody our values and recognize the importance of our employees in the achievement of our mission. Benefits-eligible staff are offered the following benefits:

### Mental/Emotional Wellbeing



**Sustainable Vacation Time (SVT):** Health Leads offers unlimited flexible paid time off from work that may be used for such needs as vacation, short-term personal or family illness, doctor appointments, school, volunteerism, and other activities that nurture our employees' whole selves.

**Free and Focus Fridays:** Health leads alternates Free and Focus Fridays. We are closed every other Friday in order for our staff to have the time they need to rest, recharge, and care for themselves and their families. Focus Fridays are for uninterrupted work time, catch-up, or whatever you need. No meetings are scheduled on Focus Fridays.

**Paid Holidays:** Health Leads is closed all federal holidays, the Day after Thanksgiving, and December 24<sup>th</sup> – January 1<sup>st</sup>.

**Parental Leave Policy:** Health Leads offers our employees – regardless of the parental role they play - significant time off for the birth or adoption of their child. Full time employees with at least 36 months of tenure are eligible for 12 weeks of paid leave. Full time employees with less than 36 months tenure are eligible for 8 weeks of paid leave. Part time benefited employees receive pro-rated parental leave.

**Employee Assistance Program (EAP):** Through the Guardian EAP, employees may receive free counseling and resources on personal and work-related issues.

### Physical Health & Comfort



#### Medical Insurance:

- Health Leads offers a Blue Cross Blue Shield (BCBS) PPO Plan with wide in-network coverage, low co-pays and modest deductibles. Coverage, if elected, will begin on the first day of employment.
- Health Leads pays 82% of your health insurance plan's premium for staff earning less than \$70K annually, 80% of your health insurance plan's premium for staff earning between \$70K and \$125K annually and 72% of your health insurance premium for staff earning more than \$125k annually.
- The first 50% of the plan deductible through a Health Reimbursement Account (HRA).
- A Health Care Flexible Spending Account for employees to save pre-tax earnings for qualified out-of-pocket healthcare expenses.

#### Dental Insurance

*Please note: This is a brief list of our plans and not a summary plan description, Health Leads always reserves the right to change our plans as permitted by law.*

- We offer a BCBS-Dental Blue Plan, providing broad in-network coverage.
- \$2,000 maximum annual benefit and a 50% to a \$1,500 (Lifetime Maximum) Adult and Child Orthodontic benefit.
- Health Leads pays 80% of the Dental Plan premium.

### Vision Insurance

- We offer EyeMed Vision Care, providing broad in-network coverage.
- A wide network with over 50,000 independent providers nationwide in addition to national retail providers.
- Health Leads pays 80% of the Vision plan's premium.

### Disability, Life and AD&D Insurance

- Health Leads pays 100% of the premiums for Life and AD&D Insurance: equal to 2 times annual salary with a maximum benefit of \$200,000.
- Health Leads offers 100% Salary Continuation during the first 90 days of an employee's personal illness.
- Health Leads offers Long-Term Disability Insurance with benefits at 60% of salary up to \$10,000 per month. The benefit is tax free while the employee pays tax on the modest value of the premium.

**Voluntary Critical Illness Coverage:** You will have the option of purchasing critical illness insurance which provides a cash benefit to help cover expenses associated with qualifying medical conditions.

**Annual Fitness Reimbursement:** BCBS offers annual fitness reimbursement of up to \$150 for gym membership, fitness classes, or home fitness equipment.

**Annual Weight Loss Reimbursement:** BCBS offers annual weight loss reimbursement of up to \$150 towards participation fees for hospital and non-hospital programs that combine healthy eating, exercise & coaching sessions with certified health professionals.

**Annual Hundred for Health:** Health Leads will reimburse up to \$100 of purchases you make that will positively impact your health. This includes things like running shoes, massage, dance class, workout gear, sports equipment, meditation cushion, etc.

**Home Office Stipend:** You will be allowed to spend \$500 to set up your home office within your first 6 months of employment. This may include the purchase of items such as lighting, desks, plants, rugs, etc.

**Nationwide Pet Insurance:** This voluntary benefit helps you provide care for your pets including more than just accident & illness coverage (spay/neuter, hereditary, Rx, therapeutic diets, dental, free and unlimited 24/7 access to a veterinary professional and more.

## Financial Support and Incentives



### 401(k) Plan

- All eligible staff may contribute to our 401(k) Defined Contribution Retirement Plan once you reach the eligibility requirements (1,000 service hours in their first year of service, or 1,000 hours in subsequent calendar years).
- After six months of employment Health Leads will match employee deferrals 100% on the first 4%, with employer match fully vested immediately.

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- In addition to the Plan, we offer opportunities for investment education and an array of tools to support retirement planning decisions.

**Monthly cell phone/internet stipend:** You will receive a monthly \$75 stipend to use on your cell phone and/or internet service.

**Staff Emergency Fund:** We want to make sure that Health Leads staff and their families have the support they need during unexpected emergencies. Any staff member may request support for urgently needed items like prescriptions, medical costs, adequate food, transportation or housing needs for themselves and their families.

**LifeMart:** Through registration in our human resources information system, you receive access to discounts through LifeMart. LifeMart includes access to exclusive savings on things like electronics, tickets, and travel.

**Public Service Loan Forgiveness Program:** As a non-profit with 501(c)(3) status, Health Leads is a qualifying employer under the [Public Service Loan Forgiveness Program](#). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

## Professional Growth and Development

**Annual Professional Development Dollars:** We want to accelerate individual, team, and organizational growth. Full-time regular staff members receive up to \$1000 per fiscal year for self-identified professional development. Funding is pro-rated for part-time staff members.

## Community & Belonging

**Affinity Groups:** Affinity Groups at Health Leads provide employees with a space to build a sense of belonging, support colleagues with shared identities, share lived experiences, learn and share learnings, and discuss and elevate to leadership important issues that impact the affinity group and Health Leads' culture. While each affinity group has different identities, priorities, specific purposes, and operations, all groups share the same essential principles:

- Engagement- Create a safe and brave space for members to be vulnerable & express their thoughts on societal issues & internal issues at HL. A supportive environment where experiences and feelings are heard and validated;
- Speak truth to power- A mechanism for creating a more inclusive environment by raising awareness, providing feedback and input to organization leaders for the purpose of making the work environment safer for staff of color
- Learning- Discussions, resource sharing to become better allies; accountability for becoming a better ally. Increase cultural awareness and competency via cultural celebrations, panel discussions, lunch and learn series.

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**New to Health Leads Gatherings:** A space for those newer to the organization to get to know each other, get questions answered, etc.

**Caregivers Connect:** Open discussion around the rewards and challenges of caregiving during these busy times. We share, vent, laugh and support on the ups and downs for caring for our families, friends and others. Open to anyone who is in a caregiving role in any capacity, both day-to-day or occasionally, close to home or from afar.

**Team Connects:** At Health Leads we encourage our staff to connect with each other to get to know each other as people. Anyone in the organization can schedule a team connect with anyone else. Maybe you'll talk about a shared love of beach vacations, perhaps you'll discover you're both middle children, you might swap book or tv show recommendations, etc.