



Protect Our Winters: Summary of Benefits 2023

HEALTH INSURANCE: All full-time employees are eligible to enroll in health insurance coverage that currently includes medical, dental and vision. POW pays 100% of the premiums of health, vision and dental insurance for the employee only. An eligible employee may elect to add spouse and dependents to health, vision and dental plans and pay out-of-pocket premium expenses. Effective January 2022, Protect Our Winters health insurance plan provider is [United Health Care](#) with two plan options: the Platinum Medical-Choice Plus BG5L RX E52 with a vision plan of Vision-S1026 and the Gold BG4Q. POW's dental insurance plan provider is [Delta Dental](#) and our specific plan is Delta Dental: Patient Freedom 4 Enhanced, no ortho.

RETIREMENT: Protect Our Winters offers a 403(b) retirement plan as part of your benefits. All employees are eligible to participate in the 403(b) retirement plan immediately upon hire (certain restrictions may apply). POW will match up to 4% of compensation if the employee chooses to the 403(b) retirement plan. Roth and pre-tax contributions are available. As part of this plan, POW provides employees access at no charge to a financial advisor for both retirement plan guidance and general financial planning.

MOBILE PHONE: POW provides all regular full-time employees a \$70 monthly cell phone reimbursement.

Wi-Fi: POW provides all regular full-time employees a \$50 monthly wi-fi reimbursement.

HOLIDAYS: Full time employees are eligible for holiday pay. POW observes thirteen (**14**) paid holidays each year (New Year's, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas and New Year's Eve). The specific POW holidays each year are subject to change in accordance with the employee handbook.

PAID TIME OFF (PTO): POW PTO based on years of full-time employment (accrued monthly, 1st of each month):

- 0-3 years of employment accrue up to 18 days/year
 - 4-6 years of employment accrue up to 21 days/year
 - 7+ years of employment accrue up to 24 days/year
- **PTO Accrual Cap:** PTO continues to accrue monthly until an employee reaches the accrual cap for which they are eligible, as noted above. Employees are encouraged to use their PTO throughout the year so that they continue to accrue PTO. Employees may carry over unused PTO into the next year, up to the accrual cap for which they are eligible. At no point can an employee accrue PTO beyond the applicable accrual cap.

Nature Rx: POW believes that the recipe for health is to get outdoors and enjoy the natural environment. To encourage our employees to take advantage of outdoor activities throughout the year, full-time employees will be granted six (6) days of Nature Rx time each year. Because POW wants staff to be able to use these days easily and, based on staff feedback, we updated the policy to remove all barriers. Staff can add Nature Rx to a holiday weekend, onto other PTO, use multiple Nature Rx days in a row and schedule Nature Rx in advance. All six NatureRx days are granted on January 1 and cannot be rolled over from year to year.

PAID SICK TIME: Full-Time employees receive 96 hours of paid sick leave per year. Part-time employees receive 48 hours of paid sick leave.

VOLUNTEER TIME: POW encourages employees to become involved in their communities, lending voluntary support to 501(c)(3) non-profit programs that have a positive impact on quality of life and our natural environment. Full-time employees may take up to eight (8) hours of paid time each calendar year to participate in a volunteer program which aligns with POW's overall objectives.

*Policies are subject to change in accordance with state regulations and updates to the handbook.