

**Vesterheim Norwegian-American Museum
Summary of Benefits**

Paid Holidays

Vesterheim observes the following paid holidays each year: New Year's Eve (1/2 day), New Year's Day, Labor Day, Good Friday (full day), Memorial Day, Independence Day, Thanksgiving Day, Friday after Thanksgiving (full day), Christmas Eve (full day), and Christmas Day.

Full-time employees receive one full day's pay (unless otherwise noted) for each of these holidays. In addition to the holidays listed above, employees are entitled to a ninth day called a "floating holiday" to be taken at a time you choose during the calendar year. Employees who would prefer to celebrate non-Christian holidays may use their floating holiday or exchange their holiday with one of the 8 holidays observed by Vesterheim.

Vacation

Employees begin accruing vacation hours on the first day of employment. Vacation hours accrue on the last day of each month. Employees accrue vacation at the following rates:

Length of Service	Hours Accrued Monthly (for full-time employees working 40 hrs/wk)	Maximum
Years 1-3	10 hours/month	240 hours
Years 4-10	14 hours/month	240 hours
Years 11 and up	16 hours/month	240 hours

Sick time

Full-time employees who work 40 hours per week earn 8 hours of paid sick leave for each full calendar month worked (twelve full days of sick leave per year).

Part-time Employees:

If you work part-time (20-35 hrs/wk), you accrue vacation and sick leave according to the percent of full-time you work. For example, if you work 20 hours, or 50% of full-time, you earn 50% of the vacation and sick leave you would get if you were full-time. Maximum hours (refer to chart above) possible are also based on the percent of full-time you work. Multiply the amount given above by your percentage to get to your total.

Health insurance

It is the practice of Vesterheim to offer its employees group health insurance coverage and other benefits after a 30-day waiting period. Insurance coverage commences on the first of each month. For example, an employee who starts work on Oct 15, is eligible for insurance starting Dec 1. In its budgeting process each year, Vesterheim determines the amount that will be contributed to the health plan. Because of changes in state and federal regulations, practices by the medical community and the insurance industry, and the financial exigencies of Vesterheim, what assistance Vesterheim provides is subject to modification or change.

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Regular, full-time employees who qualify for benefits can enroll in a group health plan. In addition, during the enrollment period, full-time employees may enroll in the Flexible Benefit plan. For the Flexible Benefit plan, an employee elects to have money withheld from his or her paycheck that is pre-tax.

Vesterheim strives to offer a choice of three group health insurance options with different deductibles, co-payments, and drug benefits to allow employees to pick the plan that is best for them. Full-time employees may enroll in the group health insurance starting on the first day of the month following 30 days of employment. Information is available to help choose the appropriate plan. Premium expense will be deducted from the employee's paycheck.

Vesterheim also offers a voluntary dental insurance plan. The full flexible spending account offers reimbursement of out-of-pocket medical, dental, and vision expenses and/or child care expenses on a pre-tax basis. The limited-purpose flexible spending plan, most often used in conjunction with the health savings account, offers reimbursement of out-of-pocket dental and vision expenses. Claims for reimbursement are sent directly to the plan administrator and must be submitted before March 31 for the previous fiscal year. Childcare reimbursements may not exceed the amount already deducted from the employee's paycheck. Claim forms are available online. After March 31, up to \$500 can be carried over, anything over \$500, reverts to Vesterheim. The amount contributed to the plan is set at the beginning of each fiscal year and may only be changed if a change in family status occurs.

The health savings account offers reimbursement of out-of-pocket medical, dental, and vision expenses. Participants in the health savings account must be enrolled in a high deductible health insurance plan and may not be enrolled in the full flexible spending account. Employees will be asked to review their contribution to the plan at the beginning of each fiscal year. Dollars are invested in the employee's HSA, earn interest, and do not revert to Vesterheim if not used during the fiscal year. The amount of your contributions cannot exceed the IRS limits.

Tax Sheltered Annuity Plan

The Tax Sheltered 403(b) Annuity Plan allows employees to participate in a regular program of saving for retirement. Any employee who is at least 21 years of age may contribute to the plan out of pre-tax earnings after you begin employment. The amount of your contributions cannot exceed the IRS limits.

For all qualifying employees, Vesterheim will also match your contribution to this plan, up to a maximum of 5% of salary following one year of service and a minimum of 1,000 hours, and commences on the first of the month. If an employee begins work on the 15th, the match begins on the first of the 13th month of service.

Long-term disability

Vesterheim provides long-term disability insurance for active employees working 30 hours or more per week, except any person working on a temporary or seasonal basis. The waiting period is 180 consecutive days of disability. Benefit duration is generally three years, but adjusts according to one's age.

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Life insurance

Vesterheim provides life insurance for active employees working 30 hours or more per week. Coverage is for a \$50,000 policy including an accidental death benefit.

Store and class discounts

Staff members receive a 10% discount on purchases in the Museum Store. Staff who are members of the museum receive an additional 10%-member discount, for a total of 20%.