

**Vesterheim Norwegian-American Museum
Summary of Benefits for Part-time Employees**

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 eight 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.

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

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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.

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%.