



## **BENEFITS SUMMARY FOR NEW YORK HEADQUARTERS AND U.S. BRANCH CENTERS**

It is the policy of the Asia Society to provide eligible employees with various welfare, pension and other benefits, many of which are fully funded by the Society. The Asia Society reserves the right to modify, amend or terminate its welfare, pension and other benefits as they apply to all current, former and retired employees and to interpret in its sole discretion the terms of the plans of which the Society is the administrator. The following statements regarding employee benefits are not the official documents of the various plans or insurance programs. The complete text of the Plans, Trust Agreements and Contracts are maintained by the Society at its headquarters located at 725 Park Avenue, New York, New York 10021. Copies of these official documents are available to employees upon request. For Fiscal Year 2016, in addition to salary the benefits package is worth an additional 26% of salary for full-time staff.

- \* Regular full-time staff
- \*\* Regular full-time or regular part-time staff scheduled to work 24 or more hours per week
- \*\*\*\* All staff scheduled to work an average of 24 or more hours per week
- \*\*\*\*\* All staff

### **BENEFITS**

#### **Commuter Benefit Plan (CBP) \*\*\*\***

CBP Plans are made possible by Section 132 of the Internal Revenue Code. If you participate in the plan you can have money deducted from your pay to use for work related bus and train expenses and work related parking expenses. By enrolling in the plan, you can pay for these benefits tax-free, meaning that you will not have to pay federal income taxes, social security (FICA) taxes and most state income taxes on these amounts. Because you pay less tax, your spend-able income increases. Staff is eligible to join the plan on the first of the month.

#### **Dental Plan\*\*\*\***

Coverage begins on the first of the month coinciding with or next following the date of employment at no cost to staff. To be eligible staff must be participating in the health plan. We currently reimburse staff for 70% of the first \$2,500 per calendar year (\$1,750) for dental costs for the entire family. Effective January 1, 2014 the maximum coverage increased to 70% of the first \$3,000 (\$2,100). The additional \$500 only applies to family participants.

#### **Disability Insurance – Long Term\*\***

Coverage begins on the first of the month following one year of service at no cost to staff. This policy takes effect after an eligible employee has been totally disabled for 90 days.

#### **Flexible Spending Accounts\*\***

Flexible Spending Accounts are made possible by Section 125 of the Internal Revenue Code. If you participate in the plan, you can have money deducted from your pay to use for certain group insurance premiums, eligible medical expenses not covered by insurance and eligible dependent care expenses. By enrolling in the plan, you can pay for these benefits tax-free, meaning that you will not have to pay federal income taxes, social security (FICA) taxes and most state income taxes on these amounts. Because you pay less tax, your spend-able income increases. Staff is eligible to join the plan on the first of the month.

## **Group Travel Accident Insurance/Travel Assistance Program\*\*\*\*\***

All staff engaged in business travel for the Society are covered by \$100,000 travel accident life insurance and a supplemental travel assistance program which includes medical assistance, information services, legal and personal assistance.

## **Health Plan\*\*\*\***

Coverage in the Oxford Health Plans Inc., managed care plan begins on the first of the month coinciding with or next following the date of employment. Eligible dependents include the employee's spouse and children until they reach age 26. Domestic partners are also included based on acceptable proof (to Oxford Health Plans, Inc.) of the relationship. Asia Society also self-insures part of the plan with the Difference Card. Staff is required to participate in cost sharing for individual, two-party or family coverage.

Staff share in premium costs at the following rates which are effective July 4, 2015:

### **EPO Plan**

- Individual coverage: 20% of the premium (\$59.51 per paycheck)
- Two-party or family coverage: \$59.51 per paycheck plus 1.25% of annual salary (however, the total premium cost to staff can't exceed 20% of respective premium).

### **POS Plan**

- Individual coverage: 27.50% of the premium (\$96.91 per paycheck)
- Two-party or family coverage: \$96.91 per paycheck plus 1.25% of annual salary (however, the total premium cost to staff can't exceed 27.5% of respective premium).

## **Life/Accidental Death and Dismemberment Insurance\*\***

Coverage begins on the first of the month coinciding with or next following the date of employment at no cost to staff. Coverage for life insurance is in the amount of 1 1/2 times salary to a maximum benefit of \$100,000 and the same for accidental death and dismemberment.

## **Retirement Annuity Plan\*\*\***

A staff member becomes a member of the Society's TIAA-CREF pension plan after 1 year of service in which they have worked 1000 or more hours and attained age 21. The Retirement Annuity Plan is based on contributions by the Society equal to 5% of salary up to the compensation maximum for that year. Staff hired after June 30, 2013 are 100% vested after three years from their hire date if they have worked 1000 or more hours in each year.

## **Supplemental Retirement Annuity Plan\*\*\*\*\***

A Supplemental Retirement Annuity administered by TIAA-CREF is also available to staff at the time of hire. Staff may contribute any amount to an SRA that is within the limitations of the Internal Revenue Code for the purchase of additional retirement benefits. Contributions are made by payroll deduction on a tax-deferred basis.

## **PAID TIME OFF**

### **Vacation Days\*\***

For regular full-time staff paid vacation is accrued at the rate of 15 days per year for the first two years of employment and 20 days per year thereafter. For regular part-time staff scheduled to work 24 or more hours per week the amount is pro-rated. For staff hired after December 31, 2012 no more than 10 days or 80 hours can be accumulated and carried over to October 1. The carryover policy does not apply to staff hired in California where 160 hours is the maximum accumulation permitted at any one time.

## **Personal Days\*\***

Regular full-time staff members are authorized three days per fiscal year. For regular part-time staff scheduled to work 24 or more hours per week personal days are pro-rated.

## **Sick Leave\*\*\*\*\***

Regular full-time or regular part-time staff scheduled to work 24 or more hours per week do not earn sick time but receive full salary when sick. There is an exception for staff in California where we follow the San Francisco sick leave ordinance. After earned sick leave has been used up the above staff continue to receive full salary when sick. In situations where an employee becomes disabled resulting in a more lengthy absence the Society will pay sick leave for a maximum of 12 weeks. A maximum of 10 days per calendar year can be paid as sick leave to care for family members or other reasons described in the sick leave law or ordinance for either California, the District of Columbia, New York, Portland (Oregon), San Francisco or Seattle.

Part-time staff scheduled to work less than 24 hours per week, on-call and temporary staff in California, the District of Columbia, New York and Portland (Oregon) may earn a limited amount of sick time if they meet the eligibility requirements of the state sick leave law or local ordinance. This can also be used for family members or other reasons as described in the law or ordinance.

## **Holidays\*\***

Regular full-time staff members are entitled to 12 paid holidays a year. Regular part-time staff scheduled to work 24 or more hours per week can claim the number of hours they would have worked when a holiday falls on their normal workday.

## **STAFF DEVELOPMENT**

### **Global Staff Development Business Travel Fund\*\***

The intent of the fund is to enable world staff to broaden their knowledge of the Society's activities and build a more cohesive global organization by working at an Asia Society conference or another Asia Society location. Priority is given to staff with one or more years of service and whose job wouldn't normally include business travel. Awards of up to \$3,500 each are given to cover air and ground travel expenses, hotel and food.

### **Self-Development Program\***

Between July 4 and Labor Day, regular full-time staff in New York, Washington D.C. and California can take Fridays as self-development days. During the rest of the year up to four hours of work time per month can also be taken. This is a unique program to allow staff more time to enhance their skill set so they can grow and contribute more to Asia Society. Examples include, but are not limited to taking an online course, visiting other museums to see how they conduct business, learning an Asian language or volunteering for a cause associated with our mission. As the New York location is open, staff in New York who work on Self Development Fridays can use the day for self-development activities at another time if they pre-clear the hours they intend to use with their manager. Working with your manager, days and hours may also be aggregated.

### **Reimbursement for Self-Development Activities\*\***

The Society provides reimbursement up to a maximum of \$2,000 per Fiscal Year for individual requests and \$3,000 for group requests covering costs for self-development activities including tuition, coaching, conferences, seminars, workshops and team building to encourage employees to enhance their professional effectiveness by strengthening their skills, knowledge and competencies applicable to their self-development as well as to the overall mission of the Society. All regular full-time staff and part-time staff working a schedule of 24 or more hours per week are eligible to apply.

## **STAFF DISCOUNTS**

### **AsiaStore and Garden Court Cafe \*\*\*\*\***

**Staff is entitled to a 20% discount in the Asia Society's gift store and 15% discount in the Garden Court Cafe.**

### **Health Club Discounts\*\*\*\*\***

**Asia Society has a partnership with GlobalFit, a network of fitness centers which enables staff to obtain discounted gym memberships and savings on health and wellness products and services.**

**Revised: July, 2016**