



SUMMARY OF EMPLOYEE BENEFITS

This enclosure, which merely highlights some of the Project's policies, practices and/or benefits, is not a contract or a legal document. Prolonged funding uncertainties and/or other circumstances may require that the policies, practices and benefits of the Project be changed from time to time. Consequently, the Project reserves the right to amend, supplement, or cancel any provision of this enclosure as may be deemed necessary. Prospective staff members must assume the responsibility for clarifying specific applications in varying circumstances.

Benefits described are based on full-time employment. Benefits for part-time employees will be pro-rated.

Annual Leave

For each full month of employment, annual leave will accrue as follows:

Experience level 0-1 through 2-3 years:	1.25 days (15 days per year)
Experience level 3-4 years:	1.50 days (18 days per year)
Experience level 4-5 and above:	1.75 days (21 days per year)

Sick Leave

Sick leave will accrue at the rate of one day per full month of employment.

Voluntary Donation of Sick Time

The Northwest Justice Project permits employees, who have more than two weeks' worth of accrued sick leave, to donate sick leave hours to a sick leave bank.

Hours in the bank may be requested if the employee or his/her child, spouse, life partner, parent, parent-in-law, grandparent, or other close family members for whom the employee has demonstrated responsibility to provide care, suffers from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay status.

Specific criteria to draw hours from the bank are set forth in the NJP Personnel Manual.

It is NJP's belief that this policy reflects the sense of community shared by Project employees and promotes the well being of all staff.

Medical, Dental, Vision Insurance

The Project has secured group medical insurance coverage options for medical, dental, and vision. NJP provides the cafeteria plan benefit dollars to cover the employee's premium (see Flexible Benefits/Cafeteria Plan below) and affords staff members the option of applying additional, unused cafeteria plan benefit dollars to pay for dependent coverage. ***Benefits are effective the first day of the month following the day of hire.***

Section 125 Flexible Benefits/Cafeteria Plan - Options

The Project currently makes available the following:

- A Cafeteria Benefits Plan, under IRC §125, which enables each staff member to determine from among a limited number of available options where they wish to direct the discretionary benefits monies, referred to as NJP dollars (presently set at \$1,550 for an employee that covers themselves only), made available by the Project.
- A Dependent Care Flexible Spending Account, under IRC §125, which enables staff to contribute “pre-tax” for (both FICA (Social Security) and Federal Income Tax) on qualifying child and dependent care expenses (max \$5000).
- A Health Care Flexible Spending Account, under IRC §125, which enables staff to contribute “pre-tax” dollars to pay for certain out of pocket health care expenses that are not covered by health insurance or the HRA. The money contributed to this account can be used to reimburse the employee or employee family member co-pays, Rx, deductibles, co-insurance, out-of pocket dental costs, vision costs, etc. (max \$2,650).
- Commuter/Mass Transit Reimbursement Account, under IRC §132: This allows the employee to fund up to \$260 per month pre-tax for the purchase of a bus pass or mass transit vouchers.
- Commuter/Parking Reimbursement Account, under IRC §132: This allows the employee to fund on a pretax basis up to \$260 per month for the purchase monthly parking.

Employee Assistance Program (EAP)

We recognize that a wide range of personal problems affect staff’s performance in the workplace. Emotional or mental stress, marital, legal and financial difficulties, and drug and alcohol abuse and dependency can affect an employee’s work performance, safety and general welfare. Before a problem becomes a crisis the EAP can provide private professional assistance to aid the employee in recognizing and taking care of personal difficulties. The EAP is an NJP funded benefit.

This is a confidential service. No information about staff is released to anyone without written authorization except as required by law. No names are reported to NJP. We are given a quarterly report showing the use of the EAP program but without names or locations.

Life Insurance

NJP carries employer funded group life insurance policies, which provides an initial death benefit of \$100,000.

Long Term Disability Insurance

NJP carries mandatory group long-term disability insurance policy as part of the cafeteria plan.

403(b) Thrift Pension Plan

NJP offers a 403(b) thrift retirement program for employee and employer contributions.

The plan allows for employee directed pre-tax salary deferral contributions, up to IRS limits, and provides for annual employer contributions, subject to eligibility requirements and annual board approval.

Investment options include a range of funds offered by Mutual of America (for both salary deferral and employer contributions) and Vanguard Investments (salary deferrals only).

Paid Holidays

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	New Year's Eve Day

Personal Days

Depending on the date of hire, employees will be entitled to up to two "personal days" off per year in addition to annual leave. These days may not be carried from one calendar year to the next.

Washington State Bar Association Dues

All attorney staff must maintain active membership in the WSBA and all staff are encouraged to be active in local professional and community groups, as appropriately related to their work. The Project pays or reimburses for mandatory WSBA bar dues.

Law School Loan Repayment Assistance

The Project has established a Law School Loan Repayment Assistance Program. Upon receipt of satisfactory evidence concerning the existence and amount of loan obligations undertaken to pay for law school, and as a part of an eligible employee's compensation, the Project reimburses up to Five Hundred Dollars (\$500) per calendar quarter towards the law school loan debt. Such payments end on the date the employee reaches Level 20 on the salary scale. Prospective participants are required to first explore and exercise any options they may have to receive repayment assistance from, or to have loans forgiven by, their law school.