



# SAINT PAUL & MINNESOTA FOUNDATION

## Summary of Employee Benefits

Effective January 1, 2026

### Paid Time Off

Employees are front-loaded with their full PTO balance at the beginning of each year. Upon hire, new staff members will receive a prorated allocation of PTO. The start date does impact the total PTO allocation, and it may be prorated. Once staff members have been with the Foundation for 90 days, they will receive the remainder of their PTO allocation for the year.

Years of Service	Annual Front-Load Amount
Year 1	23 days
After year 1	28 days

### Foundation Paid Holidays

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Day after Thanksgiving
- Thanksgiving Day
- December 25
- 3 additional floating holidays\*

*\*Prorated depending on hire date*

## INSURANCE

Eligibility begins on the first of the month coinciding with one month of service.

**Medical Insurance** through Medica offers three plan options with a choice of two provider networks:

### Provider Network Options

**Medica Choice Passport Network** – Medica's largest "Broad" network

**VantagePlus by Medica Network** – Smaller more cost-effective "Narrow" network

#### Co-Pay Plan:

\$1,000 deductible per member/\$3,000 per family  
\$25 office co-pay  
\$20/\$50/\$75 Rx co pays  
100% preventative coverage

#### \$3,400/\$6,800 High Deductible Health Plan:

\$3,400 deductible per member/\$6,800 per family  
100% preventative coverage

#### \$5,000/\$10,000 High Deductible Health Plan:

\$5,000 deductible per member/\$10,000 per family  
100% preventative coverage

*\* Above benefit amounts are based on in-network provider usage.*

*\*\*All plans offer coverage for employee, employee plus spouse/partner, employee plus child(ren) or family.*

**Dental Insurance** through BlueCross BlueShield of Minnesota offers the Freedom Enhanced network option for employee coverage, employee plus spouse/partner, employee plus child(ren) or family.

**Vision Insurance** through EyeMed offers coverage for employee, employee plus spouse/partner, employee plus child(ren) or family.

## ADDITIONAL BENEFITS

**Minnesota Paid Leave** law requires that employers provide paid, job-protected leave for qualifying family, medical, military, and safety-related reasons for employees working in Minnesota. The Foundation has selected Mutual of Omaha as our paid leave administrator. Foundation Staff members will receive 100% of their regular wages for the duration of approved Minnesota Paid Leave.

**Work From Home Stipend** provides employees a generous one-time stipend on their first paycheck which is intended to offset expenses incurred to establish a comfortable and productive work environment from home.

The **Technology Stipend** is a monthly stipend intended to offset business use of personal devices such as cell phones, internet connectivity, and increased utility costs associated with working from home.

**Pre-Paid Legal and ID Theft Protection** provided through LegalShield for employees and employees' families is offered at a discounted group rate.

**Life and AD&D (Accidental Death and Dismemberment) Insurance** through Mutual of Omaha. The Foundation provides at no charge to the employee a benefit equal to one year's salary up to a maximum benefit of \$100,000. Supplemental life and AD&D insurance for the employee, spouse/domestic partner and dependent children is also offered, paid by the employee.

**Short Term Disability (STD) Insurance** provided through Mutual of Omaha.

Mandatory benefit – provides 60% of salary. Benefit begins after 7 days of disability or injury. Cost of the premium is split 50/50 between the employee and the Foundation.

**Long Term Disability (LTD) Insurance** provided through Mutual of Omaha.

Mandatory benefit – provides 60% of salary which begins after 90 days of time off work. The cost of the premium is split 50/50 between the employee and the Foundation.

## **Section 125 Flexible Spending and Health Savings Plans**

- **Health Savings Account (HSA)** available for employees electing high deductible health insurance (HDHP (High Deductible Health Plans)) option with the following annual contribution maximums:
  - *Single*: \$4,400
  - *Family*: \$8,750
  - *Catch-up contributions* available to those 55 & over: additional \$1000
- **Flexible Spending Accounts (FSA)** available with the following annual contribution maximums:
  - *Medical*: \$3,400
  - *Dependent Care*:
    - \$3,750 - account holder is married and files a separate tax return
    - \$7,500 - account holder is married and files a joint tax return or files as a sing/head of household
  - *Limited Spending Medical FSA* (for those enrolled in an HSA): \$3,300
- Employee-paid health, dental, vision insurance premiums and health care and/or dependent care reimbursement account contributions (HSA and FSA) will be deducted from paychecks on a pre-tax basis.
- A one-time need-based loan to pre-fund an HSA is available during an employee's first year of participation in the HSA plan.

**Retirement Savings Plan** provided through Fidelity is available upon hire with 401(k) savings and Safe Harbor match.

- All employees can contribute on a pre-tax basis to a 401(k) savings plan up to IRS (Internal Revenue Service) annual limits.
- All employees can contribute on a post-tax basis to a Roth 401(k) savings plan up to IRS (Internal Revenue Service) annual limits.

The Foundation provides two types of retirement contributions on behalf of regular part- and full-time employees (20-40 hours per week):

1. *Safe Harbor Match:* \$1 to \$1 match of your 401(k) contributions up to 4% of your salary, which vests immediately.
2. *Discretionary retirement contributions* subject to a five-year vesting schedule. Eligibility begins after 1000 hours worked in the Plan year and after first year anniversary. Employer contribution for 2023 was 6%. Contributions are made following the 4<sup>th</sup> quarter.

### **Matching Gift Program**

All full-time and regular part-time (20+ hours per week) employees become eligible to have their charitable gifts matched by the Foundation after one year of service. The Foundation will match eligible gifts up to \$2,500 in a calendar year.

### **Direct Deposit**

Paycheck deposits made to employees' bank/credit union of choice.

### **Payroll Deduction Schedule**

#### *Over 24 Pay Periods*

1. Health, Dental and Vision insurance premiums
2. LTD/STD insurance premiums
3. Voluntary Life/AD&D insurance premiums
4. Prepaid legal premiums

#### *Over 26 pay periods:*

5. HSA and FSA deductions
6. 401(k) deductions