



UNDERSTANDING YOUR BENEFITS

The Alzheimer's Association® is committed to providing employees with competitive and comprehensive benefits. Learn more about the plans and programs we offer to ensure employees and their families can live life to the fullest.

Compensation and Rewards

Paid Time Off

The Association provides a paid time off (PTO) program for vacation, sick time or other personal needs. Full-time employees earn up to 25 days PTO in the first year of employment, accruing hours each pay period. After five years of service, employees accrue an additional day of PTO per year of service, up to a maximum of 30 days. Part-time eligible employees who work a minimum of 24 hours per week accrue PTO on a prorated basis, determined by the number of hours worked each week. Employees may begin using PTO after 30 days of employment.

FULL TIME PTO			
Length of Service	PTO Per Year	Accrual per Paycheck	Carryover
0-5 years	25	7.21	25
At 6 th year	26	7.50	25
At 7 th year	27	7.79	25
At 8 th year	28	8.08	25
At 9 th year	29	8.36	25
At 10 th year	30	8.65	25

PART TIME PTO				
Length of Service	20-25 hrs worked*	26-30 hrs worked	31-37.4 hrs worked	Carryover
0-5 years	3.53	4.23	5.27	11
6-9 years	4.76	5.22	5.92	15
10+ years	5.99	6.21	6.57	20

> Additionally, the Association offers the following days as paid time off each year:

- Ten Association-wide holidays.
- Two flexible holidays established by local offices.
- One School Visitation Day allowing employees to spend time at their child's school. This may be used for attending parent-teacher conferences, visiting a college, volunteering as a field trip chaperone or tutoring.
- One Elder Care Visitation Day for employees who wish to take time to visit elder care communities for immediate family members.
- One Volunteer, Civic and Community Engagement Day allowing employees to volunteer with worthwhile not-for-profit projects and organizations in their communities.
- One Cultural Heritage Day giving employees an opportunity to commemorate a cultural or heritage day that is important to them (e.g., a day during Pride month, religious holidays, Mexican Independence Day, etc.).
- Three Bereavement Days for an immediate family member.

*Employee eligibility is for employees working 24 hours or more per week unless previously grandfathered.

Retirement and Savings

Retirement and Savings 401(k) Plan

> Employee Contribution

The Association offers a generous Retirement and Savings 401(k) Plan. From their first day of employment, all eligible employees can voluntarily participate in the Association's retirement plan on a pre-tax and/or post-tax basis. The plan allows employees to contribute tax-deferred savings of up to 80% of their pay per year, not exceeding the IRS maximum, including an option for after-tax contributions in a Roth plan.

> Matching Contribution

After one year of service and 1,000 hours worked, the Association offers a dollar-for-dollar match of the first 5% the employee contributes to the plan.

> Other Association Contributions

The Association also contributes an additional 6% of the employee's pay into their 401(k). The 6% contribution is broken down in two parts: Immediately upon hire, the Association contributes 3% of the employee's pay each pay period; and after one year of employment, the Association contributes an additional 3% of the employee's eligible compensation each quarter. Employees must work a minimum of 1,000 hours during the calendar year to be eligible for Association matching and quarterly contributions. The quarterly discretionary contribution is subject to a five-year graduated vesting schedule whereas the other contributions are 100% vested each pay period.

Health and Insurance Benefits

All full-time and part-time employees working at least 24 hours per week are eligible for health and insurance benefits.

Wellness

We understand the health of employees and their family members is extremely important. The Association provides wellness resources to all staff and encourages them to use their benefits, paid time off and other resources to help them live their best life. The Association schedules two My Health Matters Days annually, where employees commit to not scheduling meetings internally or externally. The goal is for all employees to agree that personal health and wellness are important and to respect everyone's need to set health care appointments that occur during regular business hours. Staff may use PTO on those days to attend medical appointments or an Association health fair and financial wellness seminar.

Medical Insurance

All eligible employees and their dependents, including domestic partners*, can elect group health insurance benefits effective the first of the month following their hire date. Premium costs are shared between the employee and the Association, with the Association paying approximately 75% of medical premium costs.

Three PPO options are available through Blue Cross Blue Shield with different levels of coinsurance, one of which is a High Deductible Plan with a Health Savings Account. Additionally, employees in Illinois have access to HMO Illinois; employees in California are eligible to enroll in a Kaiser medical plan; and employees in Hawaii are eligible to enroll in an HMSA Medical Plan.

*There may be some additional taxable income that accompanies domestic partner enrollments as governed by the IRS.

Health Savings Account (HSA)

Employees enrolled in our high-deductible medical plan (Blue Edge HSA) can set up a tax-advantaged medical savings account, meaning they can contribute and draw money from the account for certain medical expenses tax-free. This HSA can be used for out-of-pocket medical, dental and vision expenses.

Meet ALEX

ALEX is an interactive online tool to help employees learn about Association-sponsored benefit options. Topics include:

- Short- and long-term disability tax options.
- How to contribute to a Health Savings Account while saving for retirement.
- Which dependents are eligible for coverage under the plan(s).
- Dental, vision and life insurance plan options.
- How to compare plan coverage.
- Which plan is most cost-effective for those enrolled.

Vision Insurance

Vision benefits are available through EyeMed with the premium cost paid entirely by the employee on a pre-tax basis. EyeMed has a variety of resources available, including tips for use.

Dental Insurance

Dental insurance is available through Delta Dental PPO or DeltaCare DHMO. The employee and the Association share the cost of this insurance with the Association paying 65% of dental premium costs.

Flexible Spending Account (FSA)

Employees can set aside pre-tax payroll dollars to pay for IRS-qualified medical expenses not covered by insurance, and for dependent day care expenses. This program is open to new hires immediately and all eligible employees during open enrollment, with funds available on Jan. 1 of each year.

Short-Term Disability Insurance

The Association provides short-term disability insurance to all eligible employees at no cost. If an employee is disabled for more than 14 calendar days, they are paid 60% of earnings up to \$980 per week with approval from the carrier. In states where benefits are available under state-mandated programs, the Association will provide the greater benefit to the employee and adhere to the state law.

Long-Term Disability Insurance

The Association provides long-term disability insurance to all eligible employees at no cost to the employee. If an employee is disabled for more than 90 days, they are paid 60% of earnings up to a set maximum per month with approval from the carrier. Employees may enroll in tax savings options.

Basic Life Insurance

The Association provides basic life insurance to all eligible employees at no cost to the employee. The benefit is equal to one times the employee's basic annual earnings up to a maximum of \$300,000. Employees may purchase additional insurance at their own expense. Additionally, employees may purchase life insurance coverage for their spouse and/or dependents. Life insurance coverage is effective the first of the month following their hire date. Enrollments after the initial enrollment period are subject to evidence of insurability and are not guaranteed.

Health and Insurance Benefits

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Accidental Death and Dismemberment Insurance (AD&D)

The Association provides accidental death and dismemberment insurance to all eligible employees at no cost to the employee. The benefit is equal to one times the employee's basic annual earnings up to a maximum of \$300,000, and is effective the first of the month following their hire date. Employees may purchase additional accidental death and dismemberment insurance. Enrollments after the initial enrollment period are subject to evidence of insurability and are not guaranteed.

Long-Term Care Insurance

The Association offers long-term care insurance to all eligible employees at no cost to the employee. This coverage is effective the first day of the month following 30 days of employment. Employees may purchase additional insurance and spouse/family coverage.

Work and Life Events

Leave of Absence

The Association offers employees a variety of paid and unpaid leave of absence (LOA) options to help support life events such as an employee's own health condition, the birth or adoption of a child, or the care of a parent or spouse. Employees may be eligible for a combination of Association-sponsored leave programs along with federal, state or local leave benefits. Leave benefits include:

- Family Medical Leave: up to 12 weeks of job-protected leave for employees with at least one year of service and 1,250 hours worked. Other requirements may apply.
- Paid Family Leave: up to 6 weeks continuous paid leave at 100% of base pay for employees to care for themselves and family members for medical health reasons and activities of daily living including maternity/paternity.
- Personal Leave of Absence: available in 30-day increments (not to exceed 90 days).
- Military Leave
- American Disability Act (ADA Leave)
- Uniformed Services Employment and Reemployment Rights Act (USERRA Leave)
- Other state leaves

Recognition

The Association has a comprehensive recognition program that encourages personal and public recognition of employees, including major milestones for years of service. Employees can receive a cash award when they reach a milestone year of service (3, 5, 10, 15, 20, 25, 30 years). The Association also has a formal awards program to recognize significant contributions to mission outcomes.

Employee Assistance Program (EAP)

The Association offers an Employee Assistance Program at no cost to employees for extra support to handle life's demands. Employees can call 24 hours a day, seven days a week for recommendations or referrals to such services as legal consultation, parenting advice, or care for an older adult, child or pet. Training for supervisors is also available on the website.

Commuter

With commuter benefits, eligible employees can elect to make pre-tax deductions (up to the IRS limits) to cover mass transit and parking expenses. Employees can participate in this program at any time.

Credit Union

The Association offers a credit union to all employees. Services offered by Credit Union 1 include more than 5,000 branches, savings and checking accounts, IRAs, credit cards, loans, money orders, free online banking, traveler's checks and more than 30,000 24-hour ATMs. A membership fee is required.

Work and Life Events

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Group Legal Insurance

The Association offers optional insurance for group legal services. The service is completely confidential and employees may choose from a nationwide network of attorneys to help with common legal matters including:

- Home and residential
- Financial and money
- Consumer
- Auto and driving
- Family and personal
- Civil lawsuits
- Estate planning and wills

Employees may enroll in benefits as a new hire within 30 days of hire date, after having a qualifying life event or during annual open enrollment.

Pet Insurance

The Association offers pet insurance to cover the health and wellness of employees' furry family members at different levels of reimbursements: 90%, 70% or 50%. The plan covers cats and dogs as well as exotic pets like birds, rabbits and reptiles. Employees may enroll in benefits as a new hire within 30 days of hire date, after having a qualifying life event or during annual open enrollment.

Discount Programs

The Association offers discount programs to make everyday life a little more affordable. Working Advantage offers national and local discounts from brands employees know and love. From child care to travel, groceries and cell phones, Working Advantage has a variety of discounts available to Association staff. Within three to seven days of hire, employees will use their ALZ email to enroll in this program.

Personal Success

Learning and Development

The Association believes in developing employees and providing the skills necessary to succeed. From effective onboarding for new hires to training for management employees, the Association aims to provide learning and development opportunities for all staff.

Tuition Reimbursement

After one year of service, the Association offers tuition reimbursement to eligible employees for degrees that align with the employee's role. The maximum reimbursement is \$3,000 per fiscal year.

To learn more about employee benefits, contact HRBenefits@alz.org.

ALZHEIMER'S  **ASSOCIATION®**

BENEFIT CONTACT LIST

Benefit Provider	Benefit	Website	Contact Information #
UKG	Payroll/Benefits/HR System	https://alz.okta.com/app/UserHome	helpdesk@alz.org
ALEX	Benefit Education Tool	https://start.myalex.com/alzheimersassociation/	N/A
BCBS	PPO 80,90 Blue Edge HDHP	bsbsil.com	1-855-645-8239
	HMO IL	bsbsil.com	1-800-892-2803
	Mail Order/Specialty Pharmacy	express-scripts.com/rx	1-833-715-0942
	Prescription Drug Finder	MyPrime.com	N/A
	24/7 Nurseline	N/A	1-800-299-0274
	Ovia - Pregnancy and Parenting Support	bsbsil.com	1-888-421-7781
	Benefits Value Advisor	bsbsil.com	On the back of the ID card
	MDLive (Telehealth)	MDLIVE.com/bcbsil	1-888-676-4204
Delta Dental	Delta PPO	deltadentalil.com	1-800-323-1743
	DeltaCare DHMO	deltadentalins.com/deltacare	1-800-422-4234
EyeMed	Vision	eyemed.com/member	1-866-939-3633
Credit Union 1	Credit Union/Banking	creditunion1.org	1-800-252-6950
Fidelity	Retirement & Savings Plan	www.netbenefits.com/atwork	1-800-343-0860
Genworth	Long Term Care	www.genworth.com/alzheimers	1-800-416-3624
Hawaii Medical Service Association (HMSA)	Medical/Pharmacy/Vision – Hawaii	www.hmsa.com	1-800-776-4672
Kaiser Permanente	Medical/Pharmacy – California	www.kp.org	1-800-464-4000 (English) 1-800-788-0616 (Spanish)
HSA Bank	Commuter Vendor: Transit & Parking	hsabank.com	1-855-731-5220
New York Life	Disability	myNYLGBS.com	1-888-842-4462 or 1-866-562-8421 (español)
	Life Insurance Claims	www.newyorklife.com/group-benefit-solutions/forms	1-888-842-4462
	Employee Assistance Program	www.guidanceresources.com Web ID: NYLGBS	1-800-344-9752
	Plan Portability	N/A	1-800-423-1282
	Survivor Support Specialist	N/A	1-888-842-4462 ext. 1013382
	Estate Guidance Will Services	www.estateguidance.com	N/A
	Travel assistance w/ID Theft Protection	Callers should indicate they are a member of Group #57	1-888-226-4567
The Hartford	Worker's Comp	N/A	1-800-327-3636
The Work Number	Employment Verification	www.theworknumber.com	1-800-367-5690
HSA Bank	Flexible Spending Benefits – Health and Dependent Care; Health Savings Account (HSA)	hsabank.com	1-855-731-5220
Health Equity/WageWorks	COBRA	https://benedirect.wageworks.com	1-800-526-2720
Nationwide	Pet Insurance	http://www.petinsurance.com/alz	1-877-738-7874
LegalEase	Group Legal Services	https://www.legaleaseplan.com/alz	1-800-248-9000