

## Family Friendly

### Paid & Unpaid Time Off

Employee is given a pro-rated account of 88 PTO hours, following a 30-day probation period. The 88 PTO hours are given to each employee per calendar year. At the start of each calendar year the employee gains an additional day of PTO, to a maximum of 136 total hours. Un-used vacation time does not carry over into the next year. It is the employee's responsibility to review vacation requests with partners in a timely manner and set up an automated out of office email reply.

- Paid Time Off (PTO) includes: vacation time only
- Unpaid Time Off (UTO) can only be used when PTO is not available
- All Vacation Requests must be sent to a Partner for approval, upon approval dates must be listed on the Master Shared Calendar
- Vacation Requests for five consecutive days or longer, must be submitted at least two months prior to requested dates.

### Sick Time

Employees are given 52 hours of sick time each calendar year, following a 30-day probation period. The 52 hours are given to each employee per calendar year. Doctor appointments for the employee or his/her family, care for family members, etc. may be charged against sick time. Un-used sick time does not carry over to the next year.

### Holiday Closures & Pay

The following are seven paid holiday closures: New Year's Day, Martin Luther King Day OR President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. The seven holiday closures total 56 hours of holiday pay. Employees must note this time as Holiday Pay, not Paid Time Off.

### Flexible Work Arrangements

JA recognizing the importance of a solid and healthy family life for their employees and their communities. The need to be flexible in work hours and location is understood to be a key component in achieving a work life balance that promotes healthy families and happy employees. Work time and location accommodations, including but not limited to compressed work week, non-standard hours, or telecommuting, can be negotiated at the employee's request at any time during their employment at JA.

### New Parent Leave

To qualify the Employee must be employed by JA for at least consecutive 12 months prior to notice of leave. The Employee shall give a minimum of three-month notice of leave. JA will provide 12

weeks paid leave during this time [8 weeks at 100% pay, 4 at weeks 50%]. After which the employee may use personal paid time off up to a maximum 26 weeks consecutive paid leave. If personal paid time off is unavailable, unpaid time may be used. JA will endeavor, as required by law to maintain a position for the employee.

### **Family Leave**

Consideration for leave requests during times of emergency will be granted on a case by case basis. JA will do it's best to make the proper arrangements and accommodations.

### **Retirement Plan**

JA offers participation in a Simple IRA retirement plan. At the beginning of the second year of employment (with at least \$5,000 gross income at JA in the previous year) employees are given matching funds up to 3% of their annual salary. Consult the Franklin Templeton packet for additional information.

### **Community Outreach & Continued Education**

JA values the importance of community outreach and continued education. As a prerequisite for any company sponsored continued education, each employee must complete a minimum of four community outreach hours. Community outreach can be classified as a range of activities including but not limited to: Art Walk coordination, serving on local committees, Design Commission, Architects without Boarder, etc. Community outreach and continued education opportunities must be discussed with a Partner prior to qualification.

- JA will provide eight paid hours per calendar year for community volunteer involvement and 16 unpaid hours.
- After completing four hours of community outreach, each employee is granted a \$500 annual stipend for continued education
- JA will pay a minimum of 75 percent of the associated costs for approved continuing education (employee pays remainder).
- Eight paid hours per calendar year for continued education (additional time off to be taken from PTO/UTO unless otherwise agreed upon)
- JA will match any employee's charitable donation up to \$500 per calendar year.
- JA will reimburse employees for ARE exams taken while employed. A \$220 stipend will be issued upon passing.

### **Health & Dental Insurance**

Employee is offered health coverage through Kaiser Permanente for which employee is fully covered. Full dental coverage is offered to the employee through Delta Dental Washington State Dental Service. Dependent members may participate but their premiums are not included. An

alternative monthly stipend for coverage is available for health coverage at the discretion of the partners.