



Summary of Jefferson Science Associates Programs for New Hires

RETIREMENT: Teachers Insurance & Annuity Association/College Retirement Equities Fund (TIAA/CREF). JSA provides a 401(k) defined contribution plan that provides benefits through annuities. JSA will make a 9% base salary compensation contribution in lieu of a matching feature on the plan. The 9% contribution will be made by the Lab even if employees waive participation.

VACATION: Accrual rates for exempt employees:

<u>Years of Service</u>	<u>Accrual Per Month</u>	<u>Annual Accrual</u>
Up to 2	10 hours	3 weeks
Over 2 and up to 10	13-1/3 hours	4 weeks
Over 10	16-2/3 hours	5 weeks

VACATION: Accrual rates for nonexempt employees:

<u>Years of Service</u>	<u>Accrual Per Month</u>	<u>Annual Accrual</u>
Up to 1	6-2/3 hours	2 weeks
Over 1 and up to 10	10 hours	3 weeks
Over 10	13-1/3 hours	4 weeks

No more than 30 days (240 hours) of vacation may be carried over from one year to the next. Vacation leave accrual begins with the first full pay period. Leave does not accrue while on leave without pay status.

SICK LEAVE: Sick leave accrues at a rate of 4 hours per pay period beginning with the first full pay period worked. Leave does not accrue while on leave without pay status.

HEALTH PLAN: All JSA regular and term employees are eligible to participate in the Lab's medical insurance program. You may choose among the following plans: Anthem KeyCare Preferred Provider Plan, Optima HMO Plan from Sentara, or Anthem HealthKeepers - POS. JSA pays approximately 75% of the total cost of the premium and you pay approximately 25% of the total cost of the premium. Health insurance is effective on the date of hire.

DENTAL PLAN: You may elect to participate in the Dental Plan, which is currently administered by Delta Dental of Virginia. JSA pays 75% of the total cost of the premium and you pay 25% of the total cost of the premium. Dental insurance is effective on the date of hire.



FLEXIBLE BENEFITS PLAN: You may elect to participate in the Flexible Benefits Plan, which is currently administered by Total Administrative Services Corporation (TASC). The plan allows you to get a tax break on qualifying out-of-pocket medical expenses and dependent care expenses. You can set aside up to \$2,550 per calendar year for the medical flexible spending account and \$5,000 per calendar year for the dependent care flexible benefit.

LIFE INSURANCE: JSA pays premium for two times annual salary life insurance and two times annual salary for accidental death and dismemberment. Family members are covered for the following amounts: spouse - \$2,000, dependent children - \$2,000 each. Additional supplemental insurance (Term Life Insurance) is available at the employee's cost in increments of \$10,000 up to a maximum total of \$100,000 for spouses and the lesser of \$1,000,000 or five times annual base salary for employees. Coverage is also available for each dependent child - \$10,000 each.

SHORT-TERM DISABILITY: Voluntary short-term disability insurance at employee's cost provides 2/3 of salary up to \$1,000/week, beginning on the eighth calendar day after a disabling injury, accident, or illness. The benefit lasts for up to 13 weeks, whereupon long-term disability begins. The premium varies with salary.

LONG-TERM DISABILITY: Employer provides long-term disability insurance with a benefit of 60 percent of employee's salary, maximum \$8,000/month, which begins 90 days after a disabling accident, injury, or illness.

EMPLOYEE ASSISTANCE PROGRAM (EAP): A counseling and referral service for employees and eligible family members who may be experiencing personal or family problems. An employee or eligible family member may confidentially contact the EAP, or supervisors may refer employees to the EAP if personal problems are affecting job performance.

HOLIDAYS: JSA recognizes 11 days per year as paid holidays.

PROBATIONARY PERIOD: All new employees serve a probationary period of twelve (12) months during which their work performance and general suitability for SURAJSA employment are carefully evaluated. The supervisor will conduct a performance appraisal after six months of employment and six months after the annual appraisal during the probationary period.

EDUCATIONAL REIMBURSEMENT PROGRAM (ERP, formerly TAP): Regular employees seeking degrees and who have completed six months of their probationary period may apply for the tuition assistance program to enhance job performance and career development at JSA.



ALTERNATE WORK SCHEDULE, FLEX TIME AND FLEXIBLE SCHEDULES: All employees will be offered the opportunity to request a work schedule other than the standard 8 hour workday, five days per week. You will be offered the opportunity to request an Alternate Work Schedule (AWS), Flex Schedule, and Flex Time to assist with work/life balance.

Alternate Work Schedule (AWS) - An approved, recurring static work schedule other than 8 hours/day, 5 days/week.

Full-time employees with a satisfactory performance rating of 'Achieved Expectations' or higher and at least six months of service at JSA may request an AWS option. New employees with less than six months service, and any employee on a Performance Improvement Plan or Corrective Action, will be precluded from participating in an AWS.

Flex Schedule – An approved, recurring static schedule where start and end hours deviate from the standard work day schedule of 8 a.m. - 5 p.m.

Flex Time – Approved, ad-hoc shifting of day(s) and/or hour(s) within the measurement period.

Flex Schedules and Flex Time is available to all exempt and non-exempt employees with supervisor approval if there is no adverse mission impact to the proposed Flex Schedule/Flex Time.

PAY SCHEDULE: Paychecks are distributed on the 10th and the 25th of each month. A new employee who returns his/her completed orientation paperwork to the Human Resources Department (HR) on the 1st through the 15th of the month shall receive his/her first paycheck on the 25th of the month following employment. A new employee whose date of hire falls on the 16th through the last day of the month shall receive his/her first paycheck the 10th of the month following employment. Thereafter, pay periods ending on the 15th are paid on the 25th day of the following month, pay periods ending the last day of the month are paid on the 10th of the following month.

SALARY REVIEWS: Salaries normally are reviewed on an annual basis with approved increases effective on March 1. Employees who are on active payroll status prior to June 1 are eligible for reviews.

RETIREE MEDICAL BENEFITS: The Retiree Medical Benefits Plan allows continuous medical coverage from the date of retirement for employees who meet eligibility requirements by the date of their retirement from SURA/JSA. The Plan allows eligible retirees and their dependents to continue medical benefits.

SOCIAL SECURITY: Amount set by law.

WORKER'S COMPENSATION: Amount set by law.

This is a summary of benefits and is not intended to provide detailed information about each program. The complete terms of each insurance plan are contained in master policies in the Human Resources and Services Department. Specific provisions for other benefit programs are contained in the SURA/JSA Administrative Manual.

DESIGN AND MODIFICATION OF BENEFITS: Jefferson Science Associates reserves the right to add, eliminate, or in other way modify discretionary benefits presently provided where and when it is deemed in the Laboratory's best interest to do so. Under most circumstances, there will be ample opportunity to provide employees with advance notice of such modifications and to consider the effect of the decision