

Benefits at OFMQ

At OFMQ, we acknowledge each of our employees has a whole world outside of work, and we strive to provide benefits that help them make the most of it. The highlights listed below do not represent complete OFMQ policy statements; the official policies, procedures, or plan documents should be consulted for complete information. This list is not all-inclusive and is not to be considered an “implied contract” of employment. These benefits are subject to change at the discretion of OFMQ management. All benefits listed are provided to full-time employees unless otherwise stated.

Time Benefits

- **Regular Business Hours**

OFMQ standard business hours are from 8:00 AM to 5:00 PM, Monday through Friday.

- **Flexible Start Time**

Work schedules are coordinated through individual supervisors based on job duties. Upon supervisory approval, flexible schedules may be initiated between the hours of 7:30 am and 9:00 am with the corresponding quitting times of 4:00 pm and 6:00 pm.

- **Compressed Work Schedule**

For those employees who choose, and are approved, to work the alternative workweek, the hours worked will consist of 75 hours, every two weeks. Monday through Thursday are 8.5-hour workdays, excluding lunch and breaks, with one Friday requiring a 7-hour work day and the other Friday being a day off from work. Balanced staffing levels and ensuring adequate staff coverage on each Friday are the responsibility of the supervisor. For holidays falling on normally scheduled Fridays off work, employees will be compensated with an alternative day off during the same bi-weekly alternative schedule.

- **Paid Time Off (PTO) Leave**

Leave accrues at twenty-two (22) working days per year with full-time employees accumulating 1/24 of their leave for each timesheet cycle. During the first six years of employment, annual leave is earned at a rate of twenty two working days per year. Beginning with the seventh year of employment, annual leave is earned at a rate of twenty seven working days per year. Leave begins accruing the first day of employment, but new employees are not eligible to schedule leave until after six months of employment. Leave time accrual is limited to one hundred and thirty (130) days. Any earned and unused leave is paid upon termination or resignation for employees who have completed six continuous months of employment.

- **PTO Cash-Out Program**

Requests for a cash-out of accumulated PTO will be allowed one time per calendar year. The opportunity to request a cash-out will occur between August 1 and August 15 of each calendar year. Hours eligible for cash-out are those already accrued in the employee’s PTO balance as of July 31st. There is no limit, either minimum or maximum, on the number of hours that may be cashed out. However, a minimum of 80 hours must be retained in the employee’s PTO balance when requesting a cash-out of hours.

- **Holidays**

OFMQ observes nine holidays and one floating holiday. These are paid holidays in addition to your PTO.

- **Administrative Leave**

Deductions will not be made (for exempt and non-exempt employees) for absences caused by jury duty, attendance as a witness, temporary military leave, or approved funeral leave.

- **Funeral Leave**

Employees will be eligible for a maximum of three days funeral leave for immediate family members. Funeral leave for other relatives outside the immediate family will be treated as annual leave. The immediate family is defined as spouse, father, mother, children, brother, sister, grandparents, spouse's parents and spouse's grandparents.

Retirement Plans

- **Pension**

Pension benefits are available to full-time or part-time employees who work a minimum of 1,000 hours per plan year. After completion of one year of employment, an employee is eligible to enroll in the pension plan. The Foundation makes monthly contributions to the pension plan on behalf of each plan participant. Currently, OFMQ's contribution is 11% of employee's wages each month. Full vesting in the plan is achieved after five years, at the rate of 20% per year. Employees may elect to make voluntary contributions to the plan through payroll deduction.

- **403(b) Investment Plan**

OFMQ offers employees the opportunity to contribute before-tax wages for investment in a qualified 403(b) plan. OFMQ makes no contributions to this voluntary plan.

Insurance Plans

- **Medical Coverage**

Medical Insurance is provided for either individual or family policies. Employees may select from two Blue Cross Blue Shield PPO plans, which pay 80% of remaining covered expenses after having met a deductible each year. Employees and dependents are usually eligible for coverage on the first day of employment.

- **Dental Coverage**

Dental insurance is available for both employees and dependents through Delta Dental. Essentially, the coverage includes a small deductible, paying 100% of preventative services and 50% to 80% of remaining covered expenses.

- **Vision Coverage**

Vision insurance through VSP is also available for both employees and dependents. Coverage includes routine eye examinations, glasses and contacts.

- **Life Insurance**

Life insurance is provided equal to twice the employee's annual salary, up to a limit of \$90,000 at no charge to the employee. This policy also provides life insurance to each employee's spouse in the amount of \$5,000 and minor dependents in the amount of \$1,000.

- **Voluntary Term Life Insurance**

Voluntary Term Life Insurance is offered to employees and their families on a voluntary basis. Employee's and their spouses are eligible for up to 5 times the employee's annual salary. (Spouse is subject to \$100,000 maximum and children are eligible for \$10,000). The insured may continue their voluntary term life coverage upon termination of employment.

- **Short-Term and Long-Term Disability Insurance**

Employees automatically receive basic short-term and long-term disability insurance at no charge to the employee.

- **Aflac Insurance**

Aflac Accident Insurance, Cancer Insurance and Specified Health Event Protection are offered to employees and their families on a voluntary basis. The insured may continue their voluntary coverage up termination of employment.

- **Flexible Spending Account**

OFMQ offers a health care flexible spending account to allow individuals to pay for eligible health care expenses (including many over-the-counter medications) on a pre-tax basis – which helps reduce income taxes.

- **Pre-tax Insurance Accounts**

OFMQ offers employees the option to pay their portion of group health, dental, vision, and Aflac insurance premiums on a pre-tax basis. Because the taxable income is reduced, OFMQ employees using this program have more take home pay to enjoy.

Employee Bonus

Subject to company and employee performance, OFMQ pays a merit bonus equal to 4% of the employee's annual salary. The merit bonus is paid once per year and is pro-rated for partial-year employment.

Training and Education

OFMQ will pay for job-related training programs and job-related CPE or CME courses or conferences that are identified in the annual budget cycle and are approved in the approval process prior to registering for the class. Job-related training includes computer training and specific classes covering topics that are essential for the employee to perform their job at OFMQ. Job-related CPE or CME courses or conferences include topics directly related to the employee performing their job at OFMQ.

Employee Programs

- **Corporate Wellness**

The Corporate Wellness Program gives employees the opportunity to join a gym while having OFMQ share the cost with you. OFMQ will pay \$20.00 or 50% of the monthly membership fee, whichever is less, as well as 100% of the application fee up to \$150 and any pre-exercise physical examinations the gym offers. Annual membership dues are paid in advance and any amount over the maximum contribution by OFMQ is then deducted semi-monthly from your paycheck. Employees must pay all fees associated with family members.

- **Employee Assistance Program**

A comprehensive counseling and referral program for employees and family. The EAP provides employees with 6 free visits on any counseling service need they might have. This is a benefit provided to employees at no cost.

- **Company Events**

OFMQ often hosts a wide variety of company events throughout the year. These events typically include luncheons, appreciation events, holiday parties, community service and more, where employees are able to spend quality time with co-workers in a friendly atmosphere.

Service Recognition

The Service Recognition Program recognizes employees for years of service to OFMQ. All full-time employees completing 5, 10, 15, 20, 25, 30, 35 or 40 years of service, as determined by Human Resources, are eligible. Years of service are recognized at the Quarterly Employee Appreciation Luncheon.

Bridging Previous Employees

Employees that are returning to full-time service after less than one year of separation, will be bridged to their previous service time. The total of both service periods will serve as the actual service time for purposes of calculating the rate of PTO that is accrued. Those employees who are separated for more than 12 months are not eligible to bridge their years of service. This guideline and the basis for the 12 month timeframe is based on the bridging requirements that are found in the pension contract and mirrors the language contained within.

For those employees that were laid-off and return to service, they will be bridged to their service time regardless of the length of absence. The total of both service periods will serve as the actual service time for purposes of calculating the rate of PTO that is accrued.