



SUMMARY OF BENEFITS

**Following are highlights of the benefits provided to employees of the American Physical Therapy Association. This summary is not intended to be all inclusive and is not a contract for employment nor intended to imply or create an employment relationship. These benefits may change at any time.
APTA staff is paid bi-weekly for 26 pay periods a year.**

Vacation Leave and Holidays

Employees in non-exempt positions with less than five years of APTA employment earn 3.25 hours of annual leave time per pay period, or approximately 12 days annually. All employees in exempt positions and employees in non-exempt positions with more than five years of APTA employment earn 6.00 hours of annual leave time per pay period, or approximately 22 days annually. Employees are eligible to take annual and sick leave after they have completed three months of service.

The Association observes all Federal holidays, the day following Thanksgiving, and one floating holiday.

Casual Dress

The official APTA dress code is "business casual".

Work Hours and Flexible Work Schedules

The Association's workday is 7 hours. The standard office hours are 9:00 a.m. to 5:00 p.m., with 10:00 a.m. to 3:00 p.m. being the core hours. One hour is scheduled for lunch each day. With approval from the appropriate supervisor or department head, an employee may work flexible hours, including working extra time each two-week pay period to take off every other Friday or Monday.

Parking

Limited parking spaces are available both inside and outside of the APTA building without charge to employees. Employees who commute by public transportation receive a monthly travel subsidy.

Medical/ Dental Insurance

Employees are eligible to participate in the medical and dental plans effective the first day of the month following their hire date. APTA offers four medical plans from Kaiser and CareFirst Blue Cross/Blue Shield. The available options are HMO, POS, and PPO service. APTA provides dental insurance through Met Life. APTA pays 80% of the cost and the employee pays 20% of the cost.

Pension Plan

After completion of 1 year of service, employees are eligible to participate in the Money Purchase Pension Plan. APTA will contribute an amount equal to approximately 17% of an employee's monthly compensation; vesting occurs at 50% after 3 years, 75% after 4 years and 100% after 5 years of employment.

401 (k)

APTA offers a 401(k) tax-deferred retirement savings plan. Employees who have completed six months of employment are eligible to join the plan and participate via payroll deduction.

Group Life Insurance

All employees are insured with group life insurance at 1 times their salary for their first year of employment. After their first year of employment is completed, this amount increases to 3 times their salary. There is no cost to the employee for this benefit.

Group Long-Term Disability Insurance

After the successful completion of six months of employment, APTA provides group long-term disability insurance at no cost to the employee. This benefit provides an employee with 60% of his/her salary in the event of disability. There is a 90-day waiting period and benefits can continue to age 65.

Sick Leave and Short-Term Disability Pay

Employees accrue 3.25 hours of sick leave per pay period, or approximately 12 days annually. Sick leave can cover absences for the employee's illness or to care for an ill family member. After six months of employment, employees may be eligible for short-term disability pay equivalent to 60% of base pay for an employee's illness or injury to a maximum of 12 weeks.

Flexible Spending Accounts

APTA offers an employer sponsored Flexible Spending Account Program. The Plan allows employees to contribute pre-tax money to pay for eligible medical and dependent care expenses. Employees are eligible to participate in the medical spending account the first quarter following their one-year employment date. Employees are eligible to participate in the dependent care spending account immediately.

Tuition Reimbursement

An employee is eligible to receive tuition reimbursement for appropriate courses after completing 1 year of service. The reimbursement amount is limited to equivalent of the in-state tuition fee for 3 credit hours per semester. A grade of "C" or better qualifies for reimbursement.

Professional Development

APTA offers employees the opportunity to attend appropriate local, 1-2 day professional development seminars with the required approvals.

College Savings Plan

Through the ease of payroll deduction, APTA employees can save for their own or a family member's college tuition with tax-advantaged plans offered by the states of Maryland and Virginia. You can be a resident of any state to participate, and there is no waiting period.

Employee Assistance Plan

APTA is interested in each employee's emotional and physical well-being. This employer-paid program offered through INOVA Alexandria Hospital, helps employees and their families resolve personal issues before they affect health, family life or job performance. The program is strictly confidential.

Legal Plan

All employees are eligible to join the APTA Legal Resources Plan, which enables employees to have access to a lawyer for legal advice and services at a reasonable cost. Premiums for this service are paid by the participating employees via payroll deduction.

Gym Membership

APTA shares the cost of employee membership at a gym of his/her choice, up to a maximum of \$30 per month.

Weight Watchers at Work

APTA employees may participate in Weight Watchers at Work at a 50% discount during lunch hour once a week.

Yoga

Every Thursday there is an employer-paid lunch hour yoga class for all interested APTA employees.

Federal Credit Union Membership

All APTA employees are eligible to join the Pentagon Federal Credit Union, which offers no-fee accounts, credit cards, and on-line banking.

Computer Purchase Program

After six months of continuous employment, an employee may purchase a Dell computer through APTA, and remit the purchase amount via payroll deduction over a one year period without interest.