



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 semi-monthly for 24 pay periods a year.**

Vacation Leave and Holidays

Employees in non-exempt positions with less than five years of APTA employment earn 3.5 hours of annual leave time per pay period. All employees in exempt positions and employees in non-exempt positions with more than five years of APTA employment earn 6.5 hours of annual leave time per pay period.

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 are eligible for the Qualified Transportation Plan.

Qualified Transportation Plan

For those employees that commute to work using Metro, APTA will contribute a \$100 monthly benefit towards metro commuting expenses on an employee's SmarTrip card. In addition, an employee may deduct \$130 per month on a pre-tax basis to help pay metro commuting costs.

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.

American Physical Therapy Association Profit Sharing and 401(K) Retirement Plan

After completion of six full, consecutive months of employment, employees are eligible to participate in the American Physical Therapy Association Profit Sharing and 401(K) Retirement Plan. APTA will contribute 13% of an employee's monthly compensation; vesting occurs at 20% after 2 years, 50% after 3 years, 75% after 4 years, and 100% after 5 years of employment. Employee contributions are 100% vested immediately.

Group Life Insurance

All employees are insured with group life insurance 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. 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.

Professional Development

APTA covers costs for relevant professional association memberships and professional development workshops and seminars, when appropriate.

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 reimburses 100% of an employee's monthly gym membership costs, 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.

Yoga

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

Pentagon 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.