

SUMMARY OF BENEFITS

Following are highlights of the benefits provided to full and part-time 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.

Staff are paid on a bi-weekly basis, 26 pay periods a year. Full time staff work 37.5/week. In order to be eligible for benefits, part-time employees must work no fewer than 22.5 hours/week. Leave benefits for part-time employees are prorated.

Please refer to APTA's Employee Handbook for more detailed information.

These benefits are current to 2019 and are subject to change at any time.

Vacation Leave and Holidays

Full-time employees earn 6.5 hours of annual leave time per pay period, annualized to approximately 22.5 days/year. This is prorated for part-time employees.

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

Dress Code

The official APTA dress code is professional attire.

Work Hours and Alternative Work Arrangements

APTA's standard workweek is 37.5 hours/7.5 hour day, Monday – Friday. Standard office hours are 9:00 a.m. to 5:00 p.m., with 10:00 a.m. to 3:00 p.m. as core hours, and, Tuesday and Thursday core days in the office for all employees. After completing six full, consecutive months of employment, an employee may be eligible to request to participate in an alternative work arrangement (AWA), detailed in the policy manual. AWA days are available on Monday, Wednesday, or, Friday.

Employees may also opt to work a summer compressed schedule from Memorial Day through Labor Day. Employees may not participate in an AWA and a summer compressed schedule simultaneously, and must choose one or the other.

Parking

Parking, currently at no charge, is available to employees at APTA's Alexandria, VA North Fairfax Street headquarters building.

Qualified Transportation Benefit

For those employees who commute to work via public transportation, APTA contributes \$130/month towards qualified transportation benefit expenses on an employee's registered SmarTrip card. Employees may deduct up to \$135/month pre-tax, through payroll, to help pay for the remainder of the IRS-allowed maximum for public transportation commuting costs.

Medical/ Dental Insurance

Employees are eligible to participate in APTA's medical and dental plans effective the first day of the month following their date of hire. APTA offers two medical carriers with a total of four plans from which to choose: one with Kaiser; and, three with CareFirst Blue Cross/Blue Shield. The available options are HMO, POS, and PPO. APTA provides dental insurance through Met Life.

APTA pays 80% of the monthly premium for employee and dependent coverage for medical and dental insurance; the employee pays 20% of the monthly premium for themselves and their dependents for medical and dental insurance.

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

All Full-time and part-time employees (22.5 hour/week minimum) are eligible to participate in the American Physical Therapy Association Profit Sharing and 401(K) Retirement Plan.

Thru December 31, 2019

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, including employee elective deferral to the 401K plan. Vesting is graduated over five years.

Effective January 1, 2020:

Profit Sharing Retirement Plan:

After completion of six full, consecutive, months of employment, employees are eligible to receive the employer contribution to the Profit Sharing Plan. APTA will contribute 5% of the eligible employee's applicable compensation, per pay period, to the Profit Sharing Retirement Plan.

401K Retirement Plan Elective Deferral Eligibility:

At the time of hire, and as of their first eligible pay period, employees may begin elective deferral contributions to APTA's 401K plan. Employee elective deferral contributions are 100% vested immediately.

Employer Match:

After completion of six full, consecutive months of employment, employees are eligible to receive the employer match to the 401K Retirement Plan. APTA will match, dollar for dollar, up to 5% of the employee's elective deferral contribution. Vesting occurs at 100% after 2 years.

Group Life Insurance

All employees are insured with group life insurance up to 3 times their salary. There is no cost to the employee to participate.

Group Long-Term Disability Insurance

After completion of six full, consecutive, months of employment, employees are enrolled in APTA's group long-term disability insurance, at no cost to the employee.

Vision Plan

Employees and their dependents may opt-in to participate in the vision plan from EyeMed, at their own expense. APTA does not provide premium coverage for vision. Premiums are paid by the participating employee via pre-tax payroll deduction.

Sick Leave

Full-time Employees accrue 3.5 hours of sick leave per pay period, annualized to approximate 12 days. Sick leave can cover absences for the employee's illness or to care for an ill family member. Accrued hours are pro-rated for part-time employees.

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 and dependent spending accounts after completing 30 days of employment.

Tuition Reimbursement

An employee is eligible to receive tuition reimbursement for appropriate and relevant courses after completing six consecutive months of employment, in compliance with APTA's tuition reimbursement policy.

Professional Development

APTA is a learning organization and covers costs for relevant professional development, and, relevant association memberships.

August 2019

Employee Assistance Plan (EAP)

The EAP is an employer-paid program offered through INOVA, and provides counseling and referral services for a variety of personal, family, and, work-related concerns.

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 employee via payroll deduction.

Gym Membership

APTA reimburses employees' monthly gym membership costs up to a maximum of \$30 per month, with applicable documentation.

Yoga

Employer-paid lunch hour yoga class, one day a week.

Pentagon Federal Credit Union Membership

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