



# Review of Benefits

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***Because PAI values you as an employee, we provide a great benefit package. The following pages give a summary of the benefits available to benefit eligible employees.***

*\*\*For complete information and eligibility requirements review the Employee Handbook or Summary Plan documents. This is provided for informational purposes only and is not intended to create a contract between PAI and its employees. Like any growing company, we reserve the right to modify or cancel any benefit with or without prior notice.*



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## Workplace Values



We have established these workplace values to guide us in our working relationships with others and are committed to upholding these values.

### **Respect**

We treat others with dignity and honor individual differences.  
We listen and encourage others to express their thoughts and ideas.

### **Diversity**

We embrace diversity as an essential part of our workplace and culture.

### **Skills**

We put forth our best efforts to learn new skills.  
We creatively apply our skills to provide quality services.

### **Responsibility**

We agree to do our jobs to the best of our ability and have confidence that others are doing the same.

### **Honesty / Integrity**

We act in an ethical manner.  
Decisions are based on these principles.  
We are straightforward and provide candid feedback and evaluation.

### **Consistency**

We set high standards and expectations for all.

### **Professionalism**

We are accountable for our actions and hold others accountable for theirs.  
We demonstrate initiative in solving problems.  
We manage our resources responsibly.

### **Safety**

Safety is at the heart of all our actions.  
We follow safety and prevention procedures.  
We maintain a safe working environment including safe buildings, vehicles and equipment.

### **Wellness**

We support a healthy work environment and a culture of wellness.  
We believe that good health benefits the work place and enhances everyone's professional and personal lives.

### **Commitment**

We pledge to serve our clients to the best of our abilities.  
We pledge to honor our values.

# Paid Time Off

We know that it is important to take time off to re-charge your batteries. PAI offers eligible employees an opportunity to accumulate PTO just after 60 days of employment. As an added plus, the amount of paid PTO you get increases with your employment length!

Eligibility date though 1 year	12 days (approx)
Over 1 year through 3 yrs	16 days
Over 3 years to 7 years	21 days
Over 7 years to 10 years	24 days
Over 10 years to 15 years	26 days
Over 15 years to 20 years	28 days
Over 20+ years	30 days



# Paid Holidays

More time off! Don't work on designated holidays; PAI schedules paid holiday's every year. In addition, when you have worked at least 1 year on January 1st, you may request an additional day off as a floating holiday.

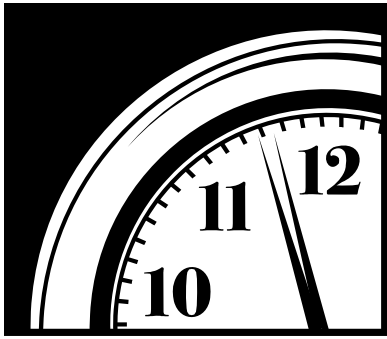


# Unpaid Time Off

An opportunity to request additional time off. At the request of employees, we offer extra planned unpaid time when it does not impact the quality of services or business needs. Take the day off or go home early. Enjoy Minnesota's great array of seasons!

# Raises

The Board of Directors recognizes the importance of rewarding employees and providing pay increases. We are a company dedicated to providing the best wage possible. On a yearly basis, PAI reviews the company's financial situation and mandates from the state legislature to determine if a raise is possible.



**T**

### **Time Off On Your Anniversary!**

Eligible non-exempt employees receive one hour off for each continuous service year for up to 8 hours. After 4 years of continuous employment, eligible exempt employees will receive a day off on their anniversary.



**B**

### **irthday Time Off!**

Eligible non-exempt employees receive one hour off to celebrate the day of their birth if they choose. Your time off is scheduled at the convenience of your supervisor and yourself.

**T**

### **ransfer/Promotion Opportunities**

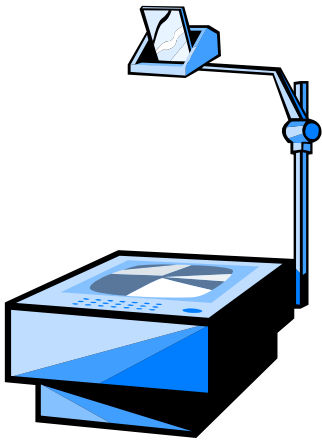
See PAI from another perspective— learn something new! Periodically, we have opportunities for employees to transfer or promote to different areas. Watch the internal job postings; you are eligible to apply for promotions immediately and department transfers after 6 months. We have several departments in different locations, so you may request something new.



**E**

### **mployee Referral Bonus**

Make some extra money. We bet you know someone who would enjoy working here. We encourage employees to refer applicants when we have open positions. If you refer an applicant who is hired here, you can receive some extra cash!

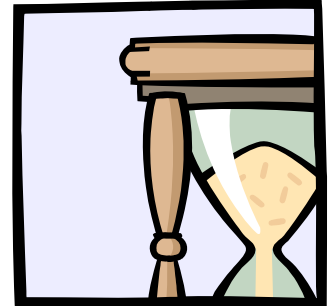


# Paid Training

Want to learn new skills and get paid too? PAI offers regularly scheduled training opportunities. We have classes in CPR, 1st Aid, Medication Administration, Vulnerable Adult training, Leadership training, and more! No need to come in at night. Training normally occurs during your regular work schedule. Gain new skills to add to your résumé'

# Direct Deposit

Why take your check to the bank? Save gas money and precious time. PAI offers you a direct deposit option—why not sign up? It's a great benefit!



# Health Insurance

We believe in supporting the overall health of employees and their families. PAI offers quality health insurance coverage to eligible employees at around 2 to 3 months of employment. PAI generously funds a good portion of this premium. Your premium is deducted from your pay check two times per month. Employee's are not taxed on their insurance premiums.

# Dental Insurance

To maintain the optimum health of employees, we offer quality dental insurance coverage to eligible employees at 2-3 months of employment. PAI funds a generous portion of this premium. The employee cost of this benefit is deducted from your paycheck one time per month. Employee's are not taxed on their Dental Insurance contributions.



# Life Insurance

To support you and your family, PAI offers a Life Insurance policy at no cost to eligible employees. Talk to the Benefit Administrator for more information about this benefit.

# Special Employee Recognition

PAI is grateful to employees who have done so much for the clients and the company. Here is a sampling of awards:



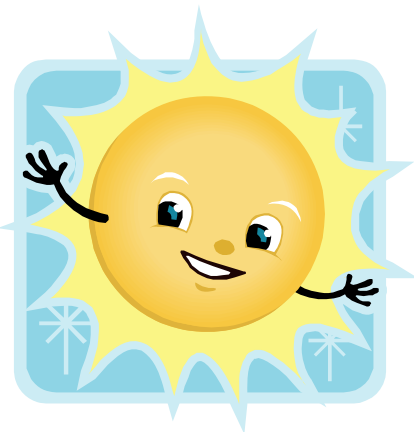
Employee of the Month: Each department can nominate candidates for the Employee of the Month; selections are made from co-worker and supervisor nominations. Award winners get a framed certificate and may get 2 hours off or a \$25 gift certificate.

Service Award: PAI is proud to recognize the dedicated employees who have contributed so much. We proudly give recognition to employees at specified years of and present them a special pin.

## Teamplayer, Creativity, Excellence, Leadership, Rookie of the Year and Safety Award:

Employees are nominated by co-workers and supervisors for their great work in these specific areas. Award winners receive company-wide recognition for their outstanding work.

Eagle Award: Eagles soar above the rest and perform above and beyond their job description. Eagles get things done. PAI award winners are selected by Managers for their great work performance. Eagle Award winners receive company-wide recognition .



# Sunshine Fund

PAI offers you an opportunity to support your co-workers in times of celebration or grief without breaking the bank. When a member of the fund has a overnight hospitalization, wedding, birth, or death of a designated family member, the fund uses it's proceeds to purchase gift certificates, flowers, or balloon bouquets. Your thoughtfulness will be appreciated by your co-workers. Because PAI has a large base of contributing employees, the members only pay a small contribution to this fund 4 times a year. Notify your Coordinator if you know of a qualifying event.



## **E**mployee Assistance Program (EAP)

Employees and their beneficiaries who have selected health insurance may participate in an EAP program. EAP programs provide free and confidential assistance at any time—24/7. The program assists persons with stress, personal relationships, parenting, substance abuse, balancing work and family, workplace concerns, divorce, grief and loss, depression or other concerns. It is completely confidential. Check with HR or your site bulletin board for more information.

## **T**ax Sheltered Annuity (TSA)

Save for your retirement! PAI believes in planning for the future, an automatic TSA payroll deduction makes it easier for you to save. All employees are eligible. Upon your request, pre-determined funds are automatically taken from your paycheck and remitted to your financial institution. Contributions to this fund are tax deductible. You can contribute \$5 or more per pay period. There is an annual maximum contribution allowed by the IRS for 403(b) TSA plans, check the [irs.gov](http://irs.gov) website for the limits. Like other retirement plans, penalties and taxes are assessed if you withdraw it before reaching retirement age. This is an employee only sponsored program so participation in this

## **F**uneral Leave

To support eligible employees in times of grief and loss, PAI offers benefit eligible employees up to 3 paid days off per year for funeral leave for immediate family members.



## **F**amily Medical Leave

Eligible employees who have worked at PAI over 12 months can request job protected leave for special situations such as: the birth of a child, a serious health condition for themselves or a specified family member, and to support family members who are in the armed forces under specific situations. Contact HR for more information.





## **S**hort-term Disability

We provides financial support through short-term disability to eligible employees when they are pregnant or have a non-work related illness or injury. This valuable benefit is earned after one year of continuous service. This benefit may start when you are unable to come to work for over 7 continuous calendar days. It may get you some extra cash when your PTO runs out. Call HR for more details.

## **J**ury Duty Leave

We support employees who are called to serve on jury duty. Eligible employees may receive their full wages up to the limits specified in the employee handbook. Contact HR for more details.



## **D**on't forget the great working hours.

Most positions are scheduled between Monday through Friday during the day!! Great hours for direct support positions.



4505 White Bear Parkway, Suite 1500 White Bear Lake, MN 55110  
"Equal Opportunity Employer"