

# Review of Benefits for Employees



**Where People with Disabilities  
Connect with the Community and the World**

***Because PAI values employees, we provide a great benefit package. The following pages give a summary of the benefits available.***

*\*\*For more information review the Summary Plan Documents which control these benefits and eligibility. For benefits not covered by Summary Plan Documents, you will need to review the employee handbook for the most current information. This is provided for informational purposes only and is not intended to create a contract between PAI and employees. PAI reserves the right to modify or cancel any benefit with or without prior notice.*

**3700 Highway 61 N. #200, White Bear Lake, MN 55110  
651-407-7174  
paimn.org  
“AA/ Equal Opportunity Employer”**

## **Paid Time Off**

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

Eligibility date through 1 year	12 days (approx.)
Over 1 year through 3 years	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. For eligible employees, PAI schedules paid holiday's every year. In addition, when you have worked at least 1 year on January 1st, eligible employees may request an additional day off as a floating holiday.

## **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.

## **Time off for 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.

## **Birthday 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.

## **Transfer/Promotion Opportunities**

See PAI from another perspective— learn something new! Periodically, we have opportunities for employees to transfer or promote. 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.

## **Employee Referral Bonus**

Make some extra money, up to \$300.00. 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 law, OSHA 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'

## **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 large portion of the premium. We offer both Health Saving Account and a Health Reimbursement Account. Both plans have no additional cost once the deductibles have been met! We can provide you with exact premiums when requested. Your cost of the 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.

## **Tax 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 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 program is voluntary.

## **Short-Term Disability**

We provide financial support through a company sponsored short-term disability available at no cost to eligible employees. Call HR for more details.