



Benefits Available to Full- and Part-Time Permanent Employees Updated January 2017

Health insurance

- Employees and family members are eligible to enroll, subject to the ACLU's working spouse rule.
- All employees pay a percentage of the premium pre-tax, which averages about \$10/month for individual coverage.
- Employees must regularly work 25 hours or more per week to be eligible.
- Provided by Anthem.

Health reimbursement arrangement

- Available to all employees and their family members enrolled in the Anthem plan.
- Covers dental, vision and certain health insurance out-of-pockets.
- Administered by TASC.

401K

- Provided by Principal Financial Group.
- The ACLU will match the first 6% of pay -- 100% on the first 1% of pay and 50% on the next 5% of pay.
- The ACLU will also make an additional contribution equal to 2% of your pay each pay period.
- Interns and project employees are not eligible for the plan.

Life insurance

- Employees working an average of 21 hours or more per week are eligible.
- Premiums are fully paid by the ACLU; no cost to employee.
- Amount of basic life insurance value is one and one-half times earnings.
- There is no cash value upon termination, but departing employee may convert the insurance to individual plans and take over paying premiums.

Accidental death and dismemberment coverage

- Employees working an average of 21 hours or more per week are eligible.
- Covers loss of life, limb, sight, speech or hearing at one and one-half times earnings.
- Premiums fully paid by ACLU; no cost to employee.
- No cash value upon termination, but departing employee may convert the insurance to individual plan and take over paying premiums.

Long-term disability

- Employees working an average of 21 hours or more per week are eligible.
- Pays a monthly benefit if you cannot work due to disability resulting from a sickness or injury.
- Premiums fully paid by ACLU; no cost to employee.

Short-term disability

- Employees working an average of 21 hours or more per week are eligible.
- 26 weeks of payments in the event of sickness or injury, at 50% of the employee's average earnings.
- Premiums fully paid by ACLU; no cost to employee.

Paid time off

- Three weeks of paid time off for new employees; PTO begins accumulating immediately upon hire, at 10 hours per month.
- Temporary employees and interns are not eligible.

Paid holidays

- Staff are entitled to thirteen paid holidays as outlined in our personnel policy.
- Temporary employees do not receive holiday pay.

Staff development

- ACLU will pay for periodic workshops and seminars on topics relevant to the employee's job duties
- ACLU will pay all expenses to national ACLU meetings, when related to the employee's responsibilities. However, the executive director determines within budgetary constraints how many staff can attend any national ACLU meeting.
- Tuition reimbursement up to \$2,000 per year is available to employees with 3 years or more of service.
- Lawyers are reimbursed for membership in one bar association and reasonably priced CLE seminars.
- Staff in-service trainings are scheduled through the year to build skills and civil liberties expertise.