



Bread for the City Employee Benefits

At Bread for the City, we have a deep appreciation for each of our employees. Our staff chooses to commit their gifts and skills to serve our clients, and in gratitude, we are committed to ensuring the wellbeing of our staff. The BFC core values of dignity, respect, service, and justice guide all of our work, including the way we treat our employees.

The BFC work environment is positive, supportive, and oriented toward a healthy work/life balance. We offer our employees a casual and upbeat work atmosphere, opportunities for flexible scheduling, and generous annual leave and sick leave. Additionally, each position at BFC provides daily opportunities to engage with the “why” behind our work.

Please review the following information about our employee benefits. If you have any questions, do not hesitate to contact Edie Oliver, HR Director, at eoliver@breadforthecity.org.

Health Insurance

Health insurance is available to all full-time and part-time (30+ hours per week) employees and their dependents through Kaiser. Employees have two options for health insurance plans: DHMO Select & Flexible Choice. The DHMO plan is available at no cost to the employee. Employees will pay 10% for dependents. If employees wish to participate in the Flexible Choice plan, they may upgrade to that plan by paying the difference in cost. Bread for the City provides a PPO (Low) plan through Lincoln. This plan is available at no cost to employees. If employees wish to select the PPO (High) plan, they can upgrade for a monthly charge. Please see the attached packet for detailed information on health insurance options.

Flexible Spending Account

An FSA is available to all full-time and part-time (30+hours per week) employees and their dependents. Employees can make a pre-tax payroll deduction towards their Medical (annual max \$2,750) and Dependent Care (annual max \$5,000) plan.

Holidays

Bread for the City observes all ten federal holidays as well as the Friday after Thanksgiving as paid holidays.

Annual Leave

Annual leave is accrued at the following rate:

Length of Employment at Bread for the City	Annual Leave Days per Year
0 – 4 years	15 days
4 – 9 years	20 days
10+ years	25 days

For purposes of annual leave accrual, individuals who start their employment with us as members of a volunteer corps or as fellows will be credited for their year(s) of service, should they later become regular staff.

Sick Leave

Ten days of sick leave are provided to all full time employees annually beginning with the start of the fiscal year.

Personal Days/Alternative Holy Days

In addition to annual and sick leave, Bread for the City allows full time employees two paid personal leave days/alternative holy days per fiscal year. Part time employees will receive a proportionate rate of personal leave per fiscal year.

Training

Bread for the City encourages staff to develop their skills and pursue training that enhances their service to the agency and the community and furthers their professional growth. This can be accomplished through on-site trainings and staff meetings, as well as attendance at external conferences, seminars, and educational trainings. If Bread for the City requires staff to take job-related formal courses, we will assume the expenses.

Limited education funding will be provided for all employees. If an employee wishes to pursue training that is relevant to his/her job and applicable to the organization's needs, but not required by BFC, BFC may contribute funding of up to \$500 per fiscal year.

EAP

Bread for the City provides an Employee Assistant Program, and work life referral services to our regular full-time and part-time employees and members of their households.

Life Insurance

Bread for the City provides a life insurance plan with a benefit amount of \$25,000 to all full-time and part-time (30+ hours per week) employees at no cost to the employee.

403(b) Plan

Bread for the City provides a 403(b) plan for all enrolled employees. A 403(b) plan is a tax-advantaged retirement savings plan. Employees can opt to defer a percentage of their salary toward their 403(b) plan and can choose how to invest it from a variety of stocks and mutual fund options. Bread for the City strives to contribute an annual match of up to 3% of an employee's salary. Due to the unpredictability of funding, matches may not always be possible. 403(b) deferrals are tax-exempt and allowed to grow tax-deferred until the employee withdraws money from the plan.

Parental Leave

Bread for the City provides eight weeks paid parental leave for all employees upon the birth or adoption of a child.

Transportation

Employees can make a pre-tax payroll deduction toward their WMATA SmartBenefits plan. Bread for the City, based on employee needs, matches up to \$50 of employees' monthly contribution toward their SmartBenefits.