



**2017 PHI Employee  
Benefit Programs**

An Equal Employment Opportunity/Affirmative Action Employer

## **ELIGIBILITY**

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**Eligibility to participate or enroll in the following PHI-sponsored benefit plans is limited to employees in regular (vs. temporary) positions who are scheduled to work 20 or more hours each week.**

## **PHI PAID BENEFITS**

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### **Health Insurance**

PHI provides most regular employees who are scheduled to work 20 or more hours per week with fully-paid medical, dental and vision insurance. Employees may choose to enroll eligible dependents by sharing in the associated costs of premiums. Medical, dental and vision insurance begins on the first of the month following an employee's date of hire and continues through the last day of the month in which employment terminates.

### **Short-Term Disability Benefits**

Employees are provided short-term disability benefits either through a State disability program or through a group policy. Coverage is available on or before the first day of the month following the date of hire. PHI pays the full cost of the group insurance plan.

### **Group Long-Term Disability Insurance**

PHI provides eligible employee with group long-term disability insurance coverage. The cost of this coverage, which begins on the first day of the month following one month of continuous active employment, is paid by PHI.

### **Basic Life and Accidental Death & Dismemberment (AD&D)**

PHI pays 100% of the cost of employees' basic life and AD&D coverage. Basic life insurance protects families and other beneficiaries from a loss of income and savings in the event of death. AD&D insurance provides additional protection in the event of an accidental death or loss of limb or eyesight. The benefit equals 2x annual compensation, up to a maximum of \$550,000.

### **Defined Contribution Retirement Plan**

PHI sponsors a tax-deferred savings plan called the 403(b) Retirement Plan. Beginning on the first day of the month following six complete months of employment, PHI contributes 10% of each eligible employee's base wage into the 403(b). Additionally, employees may choose to contribute a percentage of their annual compensation to supplement the contributions made by PHI.

### **Employee Assistance Program (EAP)**

Eligible employees are automatically enrolled in the EAP, which is also available to their dependents, at no cost. The EAP can help with issues such as stress, work/life concerns, alcohol and drug problems, financial issues, legal matters, grief and depression.

## **VOLUNTARY (EMPLOYEE PAID) BENEFITS**

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### **Flexible Benefit Plans**

PHI offers both Healthcare and Dependent Care Flexible Spending Accounts. The plans allow participants to use pre-tax earnings to pay, or be reimbursed, for eligible healthcare expenses that are not covered by health insurance, and specified child/elder care expenses that are incurred to enable the parent/guardian to work.

### **Voluntary Life Insurance**

In addition to the Basic Life Insurance that is paid for by PHI, employee-paid Voluntary Life Insurance is available for eligible employees and their dependents.

## **TIME OFF**

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### **Paid Time Off (PTO)**

Commencing on the day of employment, regular, full-time employees earn PTO as follows:

<b>Year(s) of Employment</b>	<b>Days of PTO</b>
First year	21
2 – 3	26
4 – 9	31
10 – 14	36
15 – 19	39
20+	41

### **Holidays**

Regular, full-time employees are provided paid holidays which are identified by their program and location. Generally, the following holidays are observed:

<b>Holiday</b>	<b>Date Observed</b>
New Year's Day	January 2
Martin Luther King Jr.	January 16
Presidents' Day	February 20
Cesar Chavez Day	March 31
Memorial Day	May 29
Independence Day	July 4
Labor Day	September 4
Indigenous Peoples' Day	October 9
Veterans' Day	November 10
Thanksgiving	November 23 & 24
Christmas Day	December 25

Regular, part-time employees scheduled to work 20 or more hours each week receive pro-rated holiday pay.

### **Jury Duty**

Employees who are called to serve on a jury are paid for the duration of the trial, minus any compensation received from the Court.

### **Bereavement Leave**

In the event of the death of a family member (defined as a spouse, domestic partner, parent, parent-in-law, grandparent, child, grandchild, daughter-in-law, son-in-law, brother, brother-in-law, sister or sister-in-law), an employee is granted up to three days of bereavement leave.

## **OTHER BENEFITS**

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### **Commuter Transportation Program**

PHI provides a Commuter Transportation benefit which allows eligible employees to purchase commuter transportation passes and be reimbursed for eligible parking expenses on a pre-tax basis. In addition, PHI subsidizes up to \$100 per month for public transportation costs that eligible employees incur on their daily commute and up to \$20 per month for bicycle expenses related to their daily commute.

### **PHI Health Club and Gym Membership Allowance**

Regular employees who are scheduled to work more than 20 or more hours per week are eligible to receive a reimbursement of up to \$100 for joining a health club or gym. Employees are eligible to receive the reimbursement only one time during the course of their employment at PHI.

### **Zip Car**

Employees can sign up for an individual Zip Car account at discounted hourly and daily rates for personal and/or business needs.

### **Dell Member Purchase Program**

Dell's Member Purchase Program allows PHI employees to receive member only pricing on all personal Dell PCs.

***Note that access to these materials does not imply an offer of employment and the information contained in this overview does not replace official plan documents. PHI reserves the right to change or eliminate any of these programs at any time.***