



Philosophy of Well-Being

The Public Health Institute, PHI, is committed to supporting its employees adopt and maintain lifestyles that enhance their own overall well-being. This commitment is an extension of PHI's vision of healthy communities, and is demonstrated by comprehensive benefit choices that address the diverse needs of employees and their families.

PHI's health and wellness benefits, collectively referred to as **PHI Wellness 360**, consist of five distinct, yet interconnected elements: Health, Career, Social, Community and Financial. To support its Philosophy of Well-Being, PHI provides benefits which:

- incorporate health and life insurance alternatives that address employees' varying needs;
- include a mindfulness meditation program as a resource for easing stress and improving resilience;
- support career development through new hire orientation, on-the-job training and online training courses;
- include a confidential employee assistance program that provides services to help navigate life's challenges;
- encourage employees' participation in their immediate community, as well as in the global community;
- support employees' financial well-being by including generous employer contributions to 403(b) retirement plan accounts, provide tax-free and tax-deferred plans, and provide financial education and consultation.

Eligibility in specific plans is dependent upon an employee's classification and length of employment.

ELIGIBILITY

Eligibility to participate or enroll in the PHI GHTP benefit plans is limited to technical professionals in regular (vs. temporary) positions who are scheduled to work 20 or more hours each week.

PHI PAID BENEFITS

Health Insurance

PHI pays 95-100% of eligible employees' medical insurance premiums (depending on the individual's salary), and pays 100% of all employees' dental and vision insurance premiums. Employees may choose to enroll eligible dependents by sharing in the associated costs of premiums. Medical, dental and vision coverage begins on the first of the month following an employee's date of hire.

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 date of hire, 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. Eligible employees may contribute a percentage of their annual compensation beginning the month following employment. Following a waiting period of six months, PHI contributes the equivalent of 10% of each eligible employee's base wages into the 403(b).

Employee Assistance Program (EAP) and Whil Wellbeing Training

Employees are automatically enrolled in the EAP 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.

Employees also have access to Whil, a digital wellbeing training platform that provides access to some of the world's top mindfulness trainers.

TIME OFF

Paid Time Off (PTO)

Regular, full-time employees earn PTO as follows:

Year(s) of Employment	Days of PTO
1-9	31
10 – 14	36
15 – 19	39
20+	41

Regular, part-time employees accrue PTO on a pro-rated basis.

Holidays

Regular, full-time employees are provided paid holidays which are identified by their program and location. Regular part-time employees receive paid holidays on a pro-rated basis. Generally, the following holidays are observed:

Holidays	
New Year's Day - January 1	Labor Day – September 7
Martin Luther King Jr. - January 20	Indigenous Peoples' Day – October 12
Presidents' Day - February 17	Veteran's Day – November 11
Cesar Chavez Day – March 31	Thanksgiving – November 26
Memorial Day - May 25	Day after Thanksgiving – November 27
Independence Day - July 3	Christmas Day - December 25

Jury Duty

The salary of employees called to serve on a jury is continued for up to 30 days (pro-rated for part-time employees), 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 five days of bereavement leave.

VOLUNTARY (EMPLOYEE PAID) BENEFITS

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.

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 \$150 per month for commuter costs that eligible employees incur on their daily commute.

OTHER BENEFITS

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.

Nationwide Pet Insurance

You can purchase health insurance for your dog, cat, bird or exotic animal through Nationwide at a discounted rate. The premium amount is based on your pet's species, age, where you live and the level of coverage you select.

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.



An Equal Employment Opportunity/Affirmative Action Employer