



Craft3 Benefits Summary – January 1 – December 31, 2021

Medical Insurance	Cigna - Eligible for coverage on the first of the month following date of hire. The cost of the insurance benefits is shared by you and Craft3. This is a HDHP- \$1,400.00 deductible per member; \$2,800.00 per family. Maximum out of pocket, including deductibles will be \$3,750 individual, \$7,500 family. A Health Savings Account is recommended for this plan.																				
Dental Insurance	Delta Dental of Washington - Eligible for coverage on the first of the month following date of hire. There is no deductible for members. Annual maximum benefit is \$2,000.00 a year																				
Vision Insurance	VSP - Eligible for coverage on the first of the month following date of hire. Well-Vision Exam covered in full by Craft3 core plan; coverage for eye glasses frames and lens as well as contacts is part of the buy-up plan.																				
Life, AD&D, STD, LTD Insurance	Standard - Eligible for coverage on the first of the month following date of hire. The cost of these insurance premiums is covered by Craft3. Life insurance is based upon a schedule, Accidental Death and Dismemberment (AD&D) insurance based on the degree of injury, Short Term Disability (STD) 60% of weekly salary up to \$1,000.00 per week begins 15 days from an accident/ illness and Long Term Disability (LTD) - 60% of wages, to a maximum of \$15,000/month for an extended period of time effective 90 days after injury/illness. Voluntary Life / AD&D / Critical Care / Cancer / Accident insurance for employees, spouses and children is available; paid in full by the employee.																				
Health Savings Account	Account is provided to the employee through Optum Bank; employees are responsible for monthly account fee. IRS Contribution limits; Individual \$3,500, Family \$7,000																				
Retirement	403b – Eligible first of month after date of hire. Craft3 matches \$0.60 for each dollar contributed, to a maximum of 6% of gross salary after 6 months of employment. 100% vested after 6 years of full service. Contact HR regarding the maximum annual contribution. 457b - Employees grade 22 or above are eligible to participate in our 457b plan. This plan does not have a matching component. Your contributions are immediately vested at 100%. These plans are managed by TIAA.																				
Performance Pay	Discretionary performance pay may be awarded for both team and individual achievement. This incentive pay will be calculated on company and individual performance.																				
Paid Holidays	10 paid holidays annually																				
Vacation Leave	<table border="1"> <thead> <tr> <th>Years of Service</th> <th>Salary Grade 1-5</th> <th>Salary Grade 6-15</th> <th>Salary Grade 16-25</th> </tr> </thead> <tbody> <tr> <td>1-5 years</td> <td>10 days</td> <td>15 days</td> <td>20 days</td> </tr> <tr> <td>6-10 years</td> <td>15 days</td> <td>20 days</td> <td>20 days</td> </tr> <tr> <td>11-19 years</td> <td>20 days</td> <td>25 days</td> <td>25 days</td> </tr> <tr> <td>20/+ years</td> <td>25 days</td> <td>30 days</td> <td>30 days</td> </tr> </tbody> </table> <p>Available after 90 days of service</p>	Years of Service	Salary Grade 1-5	Salary Grade 6-15	Salary Grade 16-25	1-5 years	10 days	15 days	20 days	6-10 years	15 days	20 days	20 days	11-19 years	20 days	25 days	25 days	20/+ years	25 days	30 days	30 days
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Sick Leave	Accrue 10 days annually, 240 hours (30 days) cap.																				

Other Leave	Bereavement, Maternity/Paternity, Jury Duty, School Visitation, and Military leave.
Employee Assistance Program	Provides voluntary, private, confidential, and professional counseling outside the workplace. Available to employees and their eligible family members
Professional Development	Tuition Assistance for educational courses, including fees at the undergraduate and graduate levels - \$5,250.00 maximum per year
Transportation	Public Transportation Pass – 50% reimbursement on a pre-tax basis not to exceed \$125.00 per month. Bike to Work – for those who ride 50% or more to work; reimbursement up to \$150.00 maximum per year.
Other Benefits	Cell Phone – based on job needs of the company Gym Memberships – 50% reimbursement up to \$350.00 maximum per year
Life Harmony	Flexible Work Schedules - Compressed Work Week – Volunteer Time Off – Infants at Work Program