

# BENEFITS SUMMARY

January 1 - December 31, 2022



Craft3 offers a comprehensive benefits package that provides generous time off, supports good health for you and your family, and helps you save for the future.

## HEALTH

<b>MEDICAL INSURANCE</b>	<b>CIGNA</b> - 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 (High Deductible Health Care Plan) - \$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.
<b>DENTAL INSURANCE</b>	<b>CIGNA DENTAL</b> - Eligible for coverage on the first of the month following date of hire. \$50 individual/\$150 family deductible for members. Annual maximum benefit is \$2,000.00 per year.
<b>VISION INSURANCE</b>	<b>VSP</b> - Eligible for coverage on the first of the month following date of hire. Well-Vision Exam covered in full by Craft3 core plan. Vision Buy-Up plan includes coverage for eyeglasses frames and lenses as well as contacts.
<b>LIFE, AD&amp;D, STD, LTD INSURANCE</b>	<b>STANDARD</b> - 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. <b>VOLUNTARY</b> Life / AD&D / Critical Care / Cancer / Accident insurance for employees, spouses and children is available; paid in full by the employee.
<b>HEALTH SAVINGS ACCOUNT</b>	Account is provided to the employee through Optum Bank; employees are responsible for monthly account fee. IRS annual contribution limits: Individual \$3,650, Family \$7,300

## TIME OFF

<b>PAID HOLIDAYS</b>	11 paid holidays annually			
<b>VACATION TIME</b>	<b>YEARS OF SERVICE</b>	<b>SALARY GRADE 1-5</b>	<b>SALARY GRADE 6-15</b>	<b>SALARY GRADE 16-25</b>
	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
	<i>Available after 90 days of service</i>			
<b>SICK LEAVE</b>	Accrue 10 days annually, 240 hours (30 days) cap.			
<b>OTHER LEAVE</b>	Bereavement, Maternity/Paternity, Jury Duty, School Visitation, Volunteer Time Off, and Military leave.			

# BENEFITS SUMMARY

## CONTINUED



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### ▶▶ FINANCIAL

<b>RETIREMENT</b>	<p><b>403b</b> – 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.</p> <p><b>457b</b> - Employee's 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.</p>
<b>PERFORMANCE PAY</b>	Discretionary performance pay may be awarded for both team and individual achievement. This incentive pay may be calculated based on company and individual performance.

### ▶▶ OTHER BENEFITS

<b>EMPLOYEE ASSISTANCE PROGRAM</b>	Provides voluntary, private, confidential, and professional counseling outside the workplace. Available to employees and their eligible family members.
<b>PROFESSIONAL DEVELOPMENT</b>	<b>TUITION ASSISTANCE</b> for educational courses, including fees at the undergraduate and graduate levels - \$5,250.00 maximum per year.
<b>WORK ACCESS STIPEND</b>	This stipend supports your work experience and can be used for anything you like, including, transit, bike repairs, internet access, home office equipment, and more.
<b>TRANSPORTATION</b>	<p><b>PUBLIC TRANSPORTATION PASS</b> – 50% reimbursement on a pre-tax basis not to exceed \$125.00 per month.</p> <p><b>BIKE TO WORK</b> – for those who ride 50% or more to work; reimbursement up to \$150.00 maximum per year.</p>
<b>OTHER BENEFITS</b>	<p><b>CELL PHONE</b> – based on job needs of the company.</p> <p><b>FITNESS</b> – 50% reimbursement up to \$350.00 maximum per year</p>
<b>WORK/ LIFE HARMONY</b>	<p><b>SABBATICAL</b> - All employees are eligible for a sabbatical after 10 years of continuous service.</p> <p><b>FLEXIBLE WORK SCHEDULES</b> - Compressed Work Week – Infants at Work Program.</p>

## ABOUT CRAFT3

Craft3 is a nonprofit lender – a community development financial institution (CDFI) – that uses capital to build resilience, lessen the racial wealth gap, and expand economic opportunity for all. We deliver capital where it's needed most, making loans and providing advice to businesses, nonprofits, tribes, and individuals – especially those denied access to traditional financing.

We serve all of Oregon and Washington from offices in Seattle, Spokane, Port Angeles, Walla Walla, Bend, Astoria, Klamath Falls and Portland. With more than 70 employees and nearly \$200 million under management, our impact and reach are significant.



Craft3 is an equal opportunity lender, provider and employer  
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[www.Craft3.org](http://www.Craft3.org)

**FINANCING FOR BETTER**  
**LENDING TO BUSINESSES AND HOMEOWNERS**  
**SINCE 1994**