

New Mexico BioPark Society

Summary of Employee Benefits – Full Time Employment

The Society offers certain benefits to its full-time employees. These benefits currently include medical, dental and vision, retirement (403b) plan, holidays, and paid time off. These benefits may change from time to time, at the sole discretion of the Society. Contract, seasonal and part-time employees are not eligible for these benefits.

- **Health/Dental Insurance** is available on the first of the month following 60 days of continuous employment. Employee pays 30% of the cost for individual coverage, and 50% of the additional cost for dependent coverage. Premiums are deducted biweekly from the employee's paycheck and are exempt from payroll taxes and income taxes.

- **Retirement Plan** Employee must be at least 21 years old to participate in the NMBPS retirement plan. Employees are eligible to contribute to their own retirement from first day of employment. Company contributions to the (403b) will begin after six consecutive months of continuous employment. NMBPS contributes 5% of employee's gross pay into an individual retirement account administered by TIAA-CREF. Employee may contribute additional amounts to the plan and NMBPS will match up to 3% of the employee's contribution. Total available employer (NMBPS) contribution available is 8%. All employee contributions are exempt from income tax but are subject to social security and Medicare taxes. Employee becomes 100% vested in the company contributions after 3 years of employment. Early termination will result in the forfeiture of all company contributions.

Personal Time Off (PTO)

Paid Time Off (PTO) provides regular, full-time staff members with an entitlement of days away from work with pay. PTO days may be used for vacation, personal time, illness or time off to care for dependents.

Employees begin earning and accruing PTO on the first day they are employed, but are not eligible to take PTO during their three-month introductory period.

Employees may not use PTO before it has been earned without approval. At any time during the year, employees may not use more than two days (16 hours) of PTO in excess of what they have accrued.

If your employment with NMBPS is terminated after the introductory period, you will be paid for PTO earned but not used. If your employment is terminated before the end of the introductory period, you will not receive pay for accrued PTO.

Based on unused accrued time to date, PTO is paid to the employee upon separation of employment.

PTO can be used on a scheduled or unscheduled basis. Whenever possible, employees should schedule time off in advance with their director to assist in ensuring the business needs of the organization are met. The timing of scheduled time off is subject to the approval of your director. The director will endeavor to accommodate your choice of scheduled time, but the work of the office may preclude your absence at certain times of the year.

Time off not scheduled in advance is considered unscheduled. It is your personal responsibility to notify your director that you will absent so that arrangements can be made to handle the workload. Before the beginning of the work day on which you will be absent, notify your director that you are ill and unavailable for work. Leaving a message with another employee is not acceptable.

When an employee is absent because of an illness for more than one day, the Executive Director may consider the time off after the second day as scheduled if the employee provides medical documentation supporting the need for time off. Employees may be subject to disciplinary action up to and including termination for inappropriate use of unscheduled PTO.

- Paid Time Off is accrued at the rate of 120 hours (3 weeks) per year starting on the first day of employment.

- Carry-over Accumulation

A maximum # of hours of PTO may be carried into the next calendar year depending on years of service. During their term of regular employment, employees may opt to cash out up to 40 hours of unused PTO above their carryover limit at 50% of hourly value in the month of December. PTO cash outs at other times of the year may be approved at the discretion of the Executive Director.

and any accrued but unused PTO in excess of approved carry-over hours will be forfeited without payment.

The Following is the PTO schedule.

Years of Service	Annual Days	Accrual Per Pay Period	Annual Hours	Carry-over
0 -3	15	4.615	120	40
4 -8	20	6.154	160	60
9 (+)	25	7.692	200	80

- PTO Cash Out

Employees may also donate their PTO to an employee in the case of a serious illness, at the discretion of the Executive Director.

Group Life Insurance

Basic Group term life insurance equal to \$50,000

Group long term and short term disability benefits

Holidays

You will receive paid time off on the following Ten (10) holidays:

- New Years Day
- MLK Day
- Memorial Day
- Presidents Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving day
- Christmas Day
- Plus one (1) floating holiday to be determined annually

Holidays that fall on a Saturday are normally observed on the Friday prior, while holidays that fall on a Sunday are normally observed on the following Monday. Your director will inform you of the actual dates holidays will be observed. If you are on vacation during a scheduled holiday, the holiday is not counted as a day of vacation. Holidays are not counted as hours worked for the purpose of computing overtime.

Religious Holidays

You may take time off to observe your religious holidays. If available, a full day of accrued PTO may be used for this purpose; otherwise the time off is without pay.

Leave-without-pay (LWOP)

Leave-without-pay (LWOP) is a temporary nonpay status and an authorized absence from duty, issued when the employee has insufficient PTO to cover an approved absence. An employee does not have to exhaust PTO before requesting LWOP. By law, the NMBPS will grant LWOP to:

- Disabled veterans (EO5396) for medical treatment for a service-connected disability
- Members of the Reserves or National Guard for military training duties
- Employees who are eligible for and invoke the Family Medical Leave Act, unless the employee opts to use accrued leave

Family Medical Leave

The Society's family and Medical Leave policy allows eligible employees to take a leave of absence of up to twelve (12) weeks per year to recuperate from a serious health condition, to care for a seriously ill family member, or to care for a new child in your home.

While Family and Medical Leave is not paid time off, you may receive compensation during your leave of absence by using PTO you have accumulated. Other compensation may come in the form of disability insurance payments or workers compensation benefits.

EMPLOYMENT CLASSIFICATION

You are classified as a full-time employee if you normally work thirty (30) or more hours per week and more than 1,560 hours during a year (annual rolling average). Full-time employees are eligible for benefits as they may exist from time-to-time.

CLASSIFICATION BY THE TYPE OF WORK YOU DO

For payroll purposes, all employees are classified by the type of work they do and their rate of compensation. Your manager will tell you which classification applies to your particular job title when you are hired or change to a new position.

1. Nonexempt Job Classifications – Employees who work in nonexempt job classifications are paid overtime for all hours over forty (40) that they work in a normal work week. This policy complies with the Fair Labor Standards Act.
2. Exempt Job Classification – Some of our job classifications, including managers and a few staff positions, may be “exempt” from the overtime requirements of the Fair Labor Standards Act. Employees in this classification are not eligible for overtime pay.
3. Temporary Employees – Those employees whose service is intended to be of limited duration. Temporary employees are not eligible for any Society-sponsored benefits. An employee will not change from temporary status to another status unless specifically informed by a manager.

WORK HOURS

The normal work week for full-time nonexempt employees is forty (40) hours. The number of hours actually worked in a week is determined by your manager and may be more or less than forty (40).

For payroll purposes, the work week begins on Monday morning at 12am and ends the following Sunday at 12 midnight.

Normally, full time nonexempt employees work eight (8) hours a day and take an additional unpaid lunch break. The time for your lunch period is generally designated by your manager and may be less than one hour. Time taken for lunch is not considered time worked and is not paid as long as you are not required to be at our workstation.

RECORDING WORK HOURS FOR NONEXEMPT EMPLOYEES

It is important to you and to the Society that you receive prompt and full payment for the hours you actually work.

In addition, if you are a nonexempt employee, the Society is required by law to keep accurate records of the hours you actually work and the leave time you have taken, that is why you will need to keep an official daily records of the time you actually work and of your absences. The following time information must be recorded daily:

1. The time you began work.
2. The time you started and the time hour completed your lunch break.
3. Any time you left and returned to work during work hours.
4. The time you ended work.
5. Other hours that you worked, as required or necessitated by your job.

At the end of the payroll period, review the time record to make sure the time and leave entries are accurate then sign the form and return it to your manager.

Falsification of your time record is a serious violation of Society policy. Your signature verifies that the information on your time record correct.

PAYDAYS AND PAYCHECKS

All employees are normally paid on a biweekly basis.

All required deductions, such as Federal, state and local taxes, and all authorized voluntary deductions, such as health insurance, will be automatically withheld from your paychecks.

YOUR PAYCHECK

You should immediately review your paycheck for accuracy. If you find a mistake, quickly report it to your manager. Your manager will verify if an error has been made and take the steps necessary to correct the problem.

If your paycheck is lost or stolen, please notify your manager immediately. Your manager will notify the payroll department which will attempt to put a stop-payment notice on our check. If the Society is able to stop payment, you will be issued another check. Unfortunately, the Society is unable to take responsibility for lost or stolen paychecks. If we are unable to stop payment of your check, you alone will be responsible for any loss.

OVERTIME PAY

If you are classified as a nonexempt employee (as explained in the Employment Classification policy), you will receive overtime pay from the Society according to these provisions:

1. You will be paid one and one-half (1 ½) times your regular hourly rate for all hours you actually work in excess of forty (40) hours in any given work week.
2. Full or partial days of absence whether they are paid or non-paid, such as holidays, vacation leave, sick leave and Family and Medical Leave, are not hours you have actually worked. Therefore, they do not count toward hours worked for the purpose of computing overtime.
3. Lunch periods are not counted toward hours worked for computing overtime.

This policy will be modified to comply with applicable state laws or labor agreements.

WHEN YOU WORK OVERTIME

Except as otherwise set forth on the schedule, overtime should be approved by your manager before you work the overtime hours. If, due to some unavoidable circumstance, you work overtime without prior approval of your manager, immediately report the overtime to your manager and explain the reason the overtime was necessary.

If you work more hours than your normal schedule early in the work week, your manager may reduce your scheduled hours later that week so that you avoid working more than forty (40) hours. For example, if you have worked thirty-six (36) hours through Thursday, your manager can schedule you to work only four (4) hours on Friday. Even though you worked more than eight (8) hours in a day, you did not work more than forty (40) hours in the week, therefore overtime pay does not apply.

Because the proper use of overtime is very important, your manager may use disciplinary measures if these or other overtime policy violations occur:

- Failure to ask for, and receive, prior approval when you know in advance you will be working overtime hours not on the schedule.
- Failure to promptly report unexpected overtime to your manager.
- While you may be disciplined for overtime policy violations, you will still receive overtime pay for the approved overtime hours you worked.
- As a professional, you are asked to stand ready to work overtime if needed. And while your manager will attempt to give you reasonable notice, that may not always be possible, Refusal to work overtime may result in disciplinary action.

PAYMENT FOR OVERTIME

You are responsible for making sure your time record is properly filled out by accurately stating the number of hours that you actually worked each day and the exact times of day when you were actually working.

SPECIAL NOTE

Under the Fair Labor Standards Act, you do not have the option of taking time and one-half off in the future payroll periods rather than receiving overtime pay. This means that you cannot accumulate unpaid winter overtime hours to be used as a paid vacation during the summer.

WORKFORCE CHANGES

The Society, like all businesses, must adapt to the changing needs and demands of the marketplace, unfortunately, these business needs may result in such changes as job relocation, job elimination and benefit changes.

IF YOU LEAVE

If you decide to end your employment with the Society, we ask that you notify our manager, in writing, at least (2) weeks in advance of the last day you can work.

If you plan to retire, the Society expects you to give your manager written notice of your intentions at least sixty (60) day in advance.

Generally, upon termination, you will receive a final paycheck in a timely manner, in compliance with state and Federal law. Earned but unused PTO paid to you upon your separation or reduction in force.

All insurance premiums due in the month of termination are withheld from the final paycheck. Upon termination, employees must reimburse the Society for any outstanding loan balances, cash advances, and any unreturned Society property. The amount not reimbursed will be withheld from your final paycheck to the extent allowed by state law.

BENEFITS CONTINUATION

Some insurance coverage and benefit payments may continue after your last day of employment. For example, employees who terminate employment while on disability leave will find their disability benefits continued after termination, in accordance with the disability insurance policy.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), terminated fulltime employees and their dependents that were previously enrolled in our health plan may purchase continuation of health insurance for up to eighteen (18) months at full cost. Detailed information about these COBRA rights to health coverage continuation is forwarded to the employees' last known home address, so it is very important to notify the Society of any address changes for at least eighteen (18) months following separation.

Call the Society office with any questions you may have about possible continuation of health, disability, investments and other types of benefits.