

Appendix C: CLC Employee Insurance & Retirement Benefits

Pastoral Benefits are outlined in the *Compensation Guidelines for Rostered Leaders and Church Staff* found on the Northwestern Minnesota Synod website. It is updated annually. These guidelines are incorporated into the annual church budget as approved by the Church Council. The letter of call defines most pay and benefit items for pastors until mutually changed with the exception of annual compensation. (PR)

- Vacation is 4 weeks/year including 4 Sundays plus 3 additional Sundays. One week which includes a Sunday and no additional Sundays may carryover in to the next year.
- Continuing Ed is required at 50 contact hours per year; which is equivalent to two weeks which can include two Sundays each year. Unused money rolls over to a fund that accumulates until spent. Time can accumulate to a maximum of 6 weeks.
- Sick/Funeral days are 10 per year and are non-accumulative. They are not paid out when the leader terminates employment.
- Required synod events will be paid through a church budget line item.
- Benefits are at the Gold level package through Portico Benefit Services, paid in full by the Church; reviewed annually by the Council.
- Optional dependent and health care FSA and optional additional retirement are also available through Portico. Voluntary term life insurance for self, spouse and dependents is also available through payroll deduction through Portico.
- Housing allocation is figured at 30% of salary (salary/housing split may be adjusted by the pastor for payroll purposes).
- Pastoral support of one day per month and \$1000/year budgeted. Not accumulative and will not roll forward.
- Social Security reimbursement is currently at 15.3% of salary and housing allocation.
- Mileage is reimbursed at the current IRS rate and limited by the set budget line items.
- Holidays are the same for Pastors as other staff (see employee handbook).
- Leave (parental, disability and other leaves) will be guided by the Compensation Guidelines document and approved with input from the Council.
- Sabbatical is available every 5 years. See approved sabbatical policy.

Pastors and Rostered staff who are called to CLC receive the traditional benefit package managed by Portico Benefits as defined by the ELCA and approved by the Church Council.

Full-Time Year-Round Benefits

Strictly defined for staff that work 40 hours a week, year-round (2080 hours/year).

For this group of staff, the traditional package from Portico Benefits is provided. This package includes:

- Health Insurance with included dental at the level defined by council annually. This level is Gold+.
 - There is an 80:20 cost sharing with the church paying 80% and the staff paying 20% of health/dental insurance premium. Employees will pay this through an authorized payroll deduction.
 - The Gold+ plan is basically an 80:20 plan with a deductible of \$1300/person/\$2600/family and a combined out-of-pocket limit \$4,100/person; \$8,200/family.
 - The health insurance package has other benefits to engage staff in their wellness.
 - Health insurance for the employee can only be waived if the employee can prove that they are covered by insurance by their spouse and the insurance is qualified under the ACA.

- If health insurance is taken the employee will not get Flexible Wellness Dollars.
- If health insurance is waived the employee will get Flexible Wellness Dollars.
- The package also includes these benefits paid 100% by Calvary:
 - Life insurance at two times salary with a \$50,000 maximum.
 - Long-term disability, which starts at 60-days and includes insurance coverage to pay for retirement plus health, LTD and life insurance premiums during the time of disability.
 - 6% retirement, 403(b)(9) (no match required, although employees are strongly encouraged to invest in their retirement in addition to what the church provides.)
- Optional coverages available through this package include:
 - Supplemental life for self, spouse and dependents
 - Flexible Spending Accounts for health and dependent care
 - Voluntary additional retirement contributions

Wellness Committee

A wellness committee is elected from the entire staff (PR, L, PS). They will have a budget of \$25/ regular employee (not including temporary or independent contractors), set at the beginning of the budget year. The budget can be spent by the committee for wellness related items as decided by the committee with input from the entire staff. Ideas include but are not limited to incentivized wellness programs, expert speakers, massage, book club, exercise equipment, and the like. The budget may be saved (rolled into future years) and used for a larger project if requested by the committee and approved by the Council.

The wellness committee will also advise the Church Administrator if staff would like to see different options for spending of Flexible Wellness Dollars as well as to confirm or deny Wellness Dollar requests that the Church Administrator believes are not clearly defined as allowable.

Continuing Education Scholarship Fund

\$2500 will be budgeted for staff (L, PS) scholarships to be used for continuing education that is work related and improves their ability to do their job. This is separate from the departmental job specific continuing education lines in the budget. A small subcommittee from the Council will evaluate scholarship applications and choose scholarship recipients. Funds may be carried forward if unused at the discretion of the Council.

Retirement through Portico Benefits, 403 (b)(9)

All staff that work a minimum of 1000 hours/year will be covered under the Churches retirement plan as long as they invest. The church will match up to 3%. The church will not contribute if the employee does not participate. Different investment risk levels are available through Portico.

Long Term Disability (through Portico Benefits)

Churches Long-Term Disability Policy. The church pays 100% of this premium. This policy begins to pay out after 60 days of disability. (L & PS).

Life Insurance with Accidental Death and Dismemberment (through Portico Benefits)

All staff that work a minimum of 20 hours/week (1000 hours/year) will be covered by term life insurance at a rate of 2 times salary not to exceed \$50,000. The church pays 100% of this premium.

In addition, the employee may purchase additional voluntary term life insurance on themselves for their spouse, and for each dependent child. Premiums for voluntary life insurance will be

taken out of the employees Wellness Dollars. This is available to all staff, although pastors will pay from salary as they do not get Wellness Dollars. (PR, L, PS).

Flexible Wellness Dollars (L & PS)

- 9-month, .75 FTE staff (minimum 1240 hours/year) are allotted \$1700. The fiscal year's wellness dollars can carry through the summer if the staff member is employed at the beginning of the next fiscal year.
- Year-round, .75+staff (1660 hours+/year) are allotted \$2450.
- Full-time year-round staff will receive Wellness Dollars only if they waive the health/dental insurance portion of their benefit package.
- Wellness Dollars are tracked in your BambooHR account under the Benefits tab.
- Dollars may be spent on voluntary life insurance benefits as described above.
- Dollars may be spent on other voluntary insurance products, if offered.
- Employees that start employment between the 1st and 15th of the month will get a full month of Wellness Dollars, those that start after the 15th will get ½ a month of wellness dollars.
- Employees that voluntarily terminate employment before the 15th of the month will not get any Wellness Dollars for that month, those that terminate employment after the 15th will get ½ a month of Wellness Dollars for that month.
- After paying for selected voluntary insurance premiums the remaining Wellness Dollars may be spent on:
 - Expenses allowed under IRS rules for FSA accounts (Flexible Spending Accounts) and includes expenses for dependents. In general, this means medical, dental and vision expenses or co-pays, prescriptions, and over the counter medicines and devices if prescribed by a doctor.
 - The following items pertain to the employee only and not to any dependents:
 - Massage therapy (not regular massage)
 - Gym membership
 - Group exercise class fees
 - Athletic competition entry fees
 - Weight loss program fees (not to include food or supplement items unless prescribed by a doctor)
 - Smoking cessation program fees
 - Training sessions with a personal trainer (provider must be certified in some way as a personal trainer)
 - Costs associated with drafting or updating a Last Will and Testament. This expense is a one-time use of wellness dollars for each employee during their tenure at Calvary. The maximum payout for this benefit is \$500.
 - Other items may be added in future years by recommendation to the Church Administrator from the Wellness Committee and approval from the Council.
 - The Wellness Committee will be called on to arbitrate any disputes that an employee may have about use of Flexible Wellness Dollars that the Church Administrator feels are not allowable as defined here.
 - A maximum of \$250 may roll forward to the next year. It is the hope of the Council that employees use their wellness dollars to keep themselves and their families healthy.
 - Detailed receipts must be turned in with the Wellness Dollar reimbursement form. Receipts must only be used once. The Church Administrator has the right to

- reject a reimbursement request if the receipt does not meet IRS or financial advisory team approval.
- Flexible Wellness Dollars do not go with the employee upon termination of employment. The terminated employee has 3 months to turn in receipts for reimbursement of any approved expenses incurred up to their final day of employment not to exceed the total amount of Wellness Dollars accrued up to their date of termination.

Cell Phone Reimbursement

All full-time, year-round office staff that use their cellular device as a medium to conduct the work of Calvary will be reimbursed up to \$30/month to help cover their cell phone bill. Detailed receipts that include the users name and proof of payment for the phone's data, minutes, etc. are required to receive reimbursement. A reimbursement form must be completed, attached to the receipts, and provided to the Church Administrator. It is preferable to have reimbursement requests submitted quarterly.