



## Full-Time Total Compensation Package

Following is a summary of our current compensation package for our full-time (32+ hours/week) team members:

### 2025 Holiday Schedule

The following nineteen (19) paid Holidays will be observed and paid for in 2025 for full-time employees, if they are normally scheduled to work on the day the Holiday is observed. The Holiday Schedule is determined annually.

- New Year's Day 1/1/2025
- Good Friday 4/18/2025
- Memorial Day 5/26/2025
- Independence Day 7/4/2025
- Labor Day 9/1/2025
- Veteran's Day 11/11/2025
- Thanksgiving 11/26/2025 @ 2:00 PM - 11/28/2025
- Christmas 12/22/2025 - 1/2/2026 -- **YES, two weeks of regularly scheduled paid time-off, for all employees, to celebrate the best birthday of all!**

### Birthdays Are A BIG Deal to Us

Speaking of birthdays, at Choices we love to celebrate life. That's why **all employees receive their birthday off with pay.**

### Floating Holiday

Choices also allows **one day per year as a "floating holiday".**

### Mission Trips and Camps

Choices encourages its employees to participate in mission trips and camps. **You may be granted a maximum of five (5) scheduled workdays** (40 scheduled work hours for a full-time employee, pro-rated for 32+ hour employees). You must receive approval from your supervisor.

### Start Your Work Day with POWER

Before we open to serve each day, we gather (virtually) across the Phoenix Valley for a time of prayer, Bible reading and worship. We don't move until we plug into the true POWER source!

### Delicious All-Staff Meetings

We value getting our team together for a time of laughter, sharing, education and being thankful for what God is doing. All-Staff Meetings are regularly scheduled with LUNCH provided by generous financial partners and by Choices.

### **Vacations and Vacation Pay**

Eligible employees will **begin accruing vacation time on the first day of employment.** Thereafter, employees accrue vacation time every pay period. As a full-time employee you can accrue up to 80 hours of vacation per year, up to 5 years of service. After 5 years of service full-time employees will accrue 120 hours. Employees who regularly work 32-39 hours per week accrue vacation time on a prorated basis.

### **Earned Paid Sick Time (PST)**

You will accrue 2.0 hours of PST for every 30 hours worked, up to a maximum of 80.0 hours/year. After 5+ years, you will accrue up to a maximum of 120 hours/year.

### **Salary**

Pay periods are bi-weekly (every other Friday).

### **Group Health (Medical Insurance)**

You are eligible for and may enroll in group health (medical) insurance coverage. The cost of coverage for you and your dependents is **paid in-part by Choices (currently up to \$455/month)** and in-part by you through authorized pre-tax payroll deductions. Employees are eligible starting the 1st of the month following 60 days of employment.

### **Group Dental and Vision Insurance**

Access to **low-cost** dental and vision insurance. The cost of coverage for you (and any eligible dependents) is paid in-full by you through authorized pre-tax payroll deductions.

### **Group Term Life Insurance, including AD&D**

The cost of coverage for you is **paid in-full by Choices.**

### **Long-Term Disability (LTD) Insurance**

The cost of coverage for you is **paid in-full by Choices.**

### **Supplemental Insurance Plans**

Certain Supplemental Insurance Plans are available to Choices employees.

### **Group Insurances Enrollment and Payroll Deductions**

You are encouraged to enroll for group insurance coverage(s) once you are formally employed by Choices. Coverage will begin on the first day of the month following sixty (60) calendar days of employment PROVIDED you enroll before the deadline.

### **Cafeteria (Section 125) Plan**

Full and part-time benefits eligible employees can pay the cost of their and their dependents health, dental, vision, supplemental insurance premiums on a pre-tax basis (from pre-taxed dollars). Choices has set up a Section 125 Plan for this purpose. Paying for insurance costs on a pre-tax

basis typically results in higher net pay (pay after taxes) than if the costs are deducted from after-tax dollars.

***This summary of compensation and benefits is meant to give a general overview. Please refer to the Choices Employee Handbook for full details.***