

Benefits Package

All full-time staff members and part-time staff members working at least 20 hours/week are eligible for benefits. Benefits begin on the first day of the month after first day of employment. Benefits are subject to change, and renew each year on January 1.

Insurance Coverage

Health Insurance

Arts Midwest offers two health care plan options through Health Partners:

- Plan options: High deductible health care plan, or Three for Free plan
- Arts Midwest pays 90% of employee's premium, employee pays 10%
- Arts Midwest pays 50% of dependent premiums, employee pays 50%

Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA)

- Employees on the high deductible health care plan can contribute toward their medical expenses on a pre-tax basis with an HSA.
- Employees not on the high deductible health care plan can contribute toward medical expenses on a pre-tax basis with an FSA.
 - Employees who have an HSA can also open an FSA limited to vision and dental.
- Employees may also open FSAs that allow them to pay up to \$5000 of dependent care expenses (such as daycare) on a pre-tax basis.

Dental and Vision Insurance

- We provide comprehensive dental insurance through Companion Life at no cost to employees. Employees pay for dependents added to the plan.
- Staff may purchase voluntary vision insurance that offsets the cost of eye exams, frames, lenses, contacts, and laser surgery.

Retirement Savings

All eligible employees receive a 5% contribution to a 403(b) retirement savings plan through Empower. We do not have a matching requirement or vesting structure. The 403(b) is similar

to a 401(k) account, and employees can contribute up to the IRS maximum to their own Traditional or Roth 403(b) account.

Peace of Mind

Arts Midwest provides several benefits at no cost to employees.

- Staff receive Long Term Disability insurance that pays 60% of regular monthly pay after 90 days of disability.
- Staff receive Life Insurance through Principal for 100% of their annual salary. Employees may purchase additional coverage for themselves and their family.

Other benefits

Four Day work week

All staff at Arts Midwest work Monday-Thursday. Full time employment is defined as 30 hours per week. This schedule supports employee wellbeing and creativity.

Paid Time Off (PTO)

We offer Paid Time Off (PTO) for all staff. PTO can be used at the employee's discretion, with approval from the supervisor. PTO can be used for a sick or safe reason.

Full Time PTO

	0-4 Years Service	5+ years Service
Accrual per month	10 hours	12.5 hours
Total accrual per year	16 days/120 hours	20 days/150 hours
Maximum balance	16 days/120 hours	20 days/150 hours

Part Time PTO

PTO accruals and balances are pro-rated for part-time employees.

	0-4 Years Service
Accrual per month	6.67 hours
Total accrual per year	80 hours
Maximum balance	80 hours

Paid Leave Time

We offer the following types of paid leave to all staff.

- 12 weeks of parental leave for a parent of any gender following the birth, adoption, or foster placement of child.
- 12 weeks of Family, Medical, or Emergency Leave to care for a seriously ill family member, for an employee’s own serious illness or injury, or for time off for emergencies such as fire, natural disaster, or domestic violence.
- 4 weeks of Bereavement Leave

Holidays

We close our offices for the following holidays:

Holiday	Observed
New Year’s Day	January 1
Martin Luther King Jr.’s Birthday	3 rd Monday in January
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4
Summer Break	1 st week of August
Labor Day	1 st Monday in September
Indigenous People’s Day	2 nd Monday in October
Election Day	The first Tuesday after November 1
Thanksgiving	Fourth Thursday & Friday in November
Winter Break	Approximately December 21-December 31
Women’s Day (floating holiday)	One day per year at the employee’s discretion

Professional Development

We invest in our team’s professional development by covering the cost of conferences, workshops, webinars, or other events, as our budget allows.

Remote Work and Arts Stipend

As a remote-first employer and an arts organization, we provide an annual stipend of \$650 that offsets the costs of remote work (internet, cell phone use, home office furnishings, etc.) and attendance at arts and cultural events.

