

Vesterheim Norwegian-American Museum Summary of Benefits

The information below highlights employee benefits for a salaried (exempt) staff position.

Paid Holidays

Vesterheim observes the following paid holidays each year: New Year's Eve (1/2 day), New Year's Day, Labor Day, Good Friday (1/2 day), Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve (full day), Christmas Day

Full-time employees receive one full day's pay (unless otherwise noted) for each of these holidays. In addition to the holidays listed above, employees are entitled to a ninth day called a "floating holiday" to be taken at a time you choose during the calendar year. Employees who would prefer to celebrate non-Christian holidays may use their floating holiday or exchange their holiday with one of the 8 holidays observed by Vesterheim.

Vacation

Employees begin accruing vacation hours on the first day of employment. Vacation is available to be taken only after the first 90 days of employment. Vacation hours accrue on the last day of each month. Salaried employees accrue vacation at the following rates:

Length of Service	Hours Accrued Monthly (for full-time employees working 40 hrs/wk)	Maximum
Years 1-3	10 hours/month	160 hours
Years 4 and up	13 1/3 hours/month	200 hours

Sick leave

Full-time employees who work 40 hours per week earn ½ day of paid sick leave for each full calendar month worked (six full days of sick leave per year).

Health insurance

It is the practice of Vesterheim to offer its employees group health insurance coverage and other benefits after a 30-day waiting period. In its budgeting process each year, Vesterheim determines the amount that will be contributed to the health plan, covering as much as the cost as possible. Regular, full-time employees who qualify for benefits can enroll in a group health plan for single coverage. More information regarding Vesterheim's current plans, are at the end of this document.

In addition, during the enrollment period, employees who receive a regular pay check may enroll in the Flexible Benefit plan. For the Flexible Benefit plan, an employee elects to have money withheld from his or her paycheck which is pre-tax.

Vesterheim strives to offer a choice of two group health insurance options with different deductibles, co-payments, and drug benefits to allow employees to pick the plan that is best for them. Full-time employees may enroll in the group health insurance starting on the first day of

the month following 30 days of employment. If there is premium expense, it will be deducted from the employee's paycheck.

Vesterheim also offers a voluntary dental insurance plan. The full flexible spending account offers reimbursement of out-of-pocket medical, dental, and vision expenses and/or child care expenses on a pre-tax basis. The limited-purpose flexible spending plan, most often used in conjunction with the health savings account, offers reimbursement of out-of-pocket dental and vision expenses.

Tax Sheltered Annuity Plan

The Tax Sheltered Annuity Plan allows employees to participate in a regular program of saving for retirement. Any employee who is at least 21 years of age may contribute to the plan out of pre-tax earnings after you begin employment. The amount of your contributions cannot exceed the IRS limits.

For all qualifying employees, Vesterheim will also match your contribution to this plan, up to a maximum of 5% of salary following one year of service and a minimum of 1,000 hours.

Store and class discounts

Staff members receive a 10% discount on purchases in the Museum Store. Staff who are members of the museum receive an additional 10% member discount, for a total of 20%.

Wellmark Iowa All Employees	Health Benefit Summary	
	CompleteBlue 2000 (Coinsurance) SILVER	myBlue HSA Silver 3000
Plan Type		
PPO	Preferred Provider Organization	Preferred Provider Organization
HSA		
Medical		
Deductible	\$2,000	\$3,000
Coinsurance	30%	0%
Out-of-Pocket Maximum	\$6,250	\$3,000
Lifetime Maximum	Unlimited	Unlimited
Preventive Care		
Preventive Care	All costs waived when using in-network provider	All costs waived when using in-network provider
Professional/Physician Services		
Office Services	30% coinsurance	Medical deductible applies
Emergency Room Services	\$350 (waived if admitted)	Medical deductible applies
Hospitalization	Medical deductible followed by coinsurance	Medical deductible applies
Mental Health/Chemical Dependency	Covered*	Covered*
Lab Test & X-ray Services		
Routine Diagnostic Lab, x-ray	Covered*	Covered*
Advanced Radiological Imaging	Covered*	Covered*
Prescription Drug Coverage		
Deductible	Medical deductible applies; waived for Tier 1	Medical deductible applies
Tier 1	\$15 copay	Medical deductible applies
Tier 2	Medical deductible followed by coinsurance	Medical deductible applies
Tier 3/Preferred Speciality	Medical deductible followed by coinsurance	Medical deductible applies
Non-preferred Speciality	Medical deductible followed by coinsurance	Medical deductible applies
Maternity		
Maternity coverage	Covered*	Covered*
Pediatric		
Pediatric vision	Covered*	Covered*

*See View Plan Details for information.