

**Vesterheim Norwegian-American Museum**  
**Summary of Benefits**

The information below highlights employee benefits.

**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

If you are a full-time employee, you will receive one full day's pay (unless otherwise noted) for each of these holidays. If you are a part-time employee, you will be paid for a holiday according to the percent of full-time you work. When the holiday falls on a Saturday, it will be observed on the preceding Friday; when the holiday falls on Sunday, it will be observed on the following Monday. An authorized Vesterheim holiday which falls on a normal business day during your vacation is not counted as a day of vacation except when you are terminating employment. Eligible employees who work because they were scheduled for a holiday can take off a substitute day during the following two weeks. Museum store clerks receive a wage differential for the weekends and holidays that they work.

In addition to the holidays listed above, you are entitled to a ninth day called a "floating holiday" to be taken at a time you choose during the calendar year. However, this holiday must be approved in advance by your supervisor, and it may not be carried over from one year to the next. 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. This holiday swap must be approved in advance by your supervisor.

**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:

Hourly employees accrue vacation at the following rates:

<b>Length of Service</b>	<b>Hours Accrued Monthly (for full-time employees working 40 hrs/wk)</b>	<b>Maximum</b>
Years 1-5	6 2/3 hours/month	120 hours
Year 6	7 1/3 hours/month	128 hours
Year 7	8 hours/month	136 hours
Year 8	8 2/3 hours/month	144 hours
Year 9	9 1/3 hours/month	152 hours
Year 10	10 hours/month	200 hours

Salaried employees accrue vacation at the following rates:

<b>Length of Service</b>	<b>Hours Accrued Monthly (for full-time employees working 40 hrs/wk)</b>	<b>Maximum</b>
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). Part-time employees working 20 hours/week or more earn prorated sick leave based on the ratio of their hours to regular full-time hours (for example, if you work 20 hours a week out of 40, you receive ½ as much sick leave as a full-time employee, or ¼ day). Employees working less than 20 hours per week on average (as expected at the start of employment or over the prior fiscal year) do not qualify for sick leave.

### **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.

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%.

Once a year, staff may enroll in one folk art class and the tuition will be waived. During work hours, two days of class are paid and vacation time is used for anything over two days.