



Summary of Benefits

Working at Child Trends means working with a smart, driven, diverse group dedicated to learning more about kids, and sharing what we've learned in order to help them thrive. Our employees work hard to ensure that our research is timely and accessible to researchers, policymakers, and the public. Our comprehensive benefits package includes paid health, dental, and vision insurance as well as life and disability coverage, large retirement contributions, flexible spending accounts, and tuition reimbursement, just to name a few. Our Bethesda location also offers employees free access to a gym and the convenience of onsite childcare.

Most benefits listed are effective date of hire. Where eligibility is not immediate, the waiting period has been noted. We have open enrollment April 1st for all of our health and wellness plans. This when all benefits eligible employees may change their health insurance elections. Outside of that time frame employees are only able to make changes due to qualified life events such as when they or a dependent gain or lose coverage eligibility. Additional details and official plan documents for all benefits will be provided to eligible employees.

Health/Vision/Dental Insurance

We provide Cigna HMO, POS, and HDHP medical plans, basic and orthodontia dental plans, and a basic vision plan to full and part-time employees and their spouses, domestic partners, and children. Premiums for contributions to health insurance are deducted pre-tax from participating employees' paychecks.

Life/AD&D Insurance

Eligible employees participate at no cost, from date of hire, in group life insurance and accidental death and dismemberment insurance, equal to 3.5 times their annual base salary up to \$525,000. Voluntary supplemental coverage is available to employees and family members at an additional cost.

Disability Income

Short-Term Disability and Long-Term Disability are provided free of cost to eligible employees from date of hire. Claims are paid at 60 percent of lost earnings up to a weekly or monthly maximum depending on type of claim.

Flexible Spending Accounts

- **Medical and/or Dependent Care FSA:** Eligible employees may participate in pre-tax FSA accounts for expense reimbursement as of date of hire. Limit amounts are set annually by the IRS.
- **Health Savings Account:** Employees who are participating in a High Deductible Health Plan will be eligible to participate in a pretax Health Savings Account and reimburse themselves for eligible expenses. Limit amounts are set annually by the IRS.

Retirement Plans

- **Employee Funded:** Full- and part-time employees regularly working more than 20 hours per week are eligible to participate in Child Trends' retirement plan immediately upon hire. Funds may be contributed on a pre or post tax basis. The maximum contribution is set by the IRS on an annual basis.
- **Employer Funded:** After one year of continuous service working 1000 hours or more, employees are eligible to receive employer contributions toward their retirement. Child Trends currently contributes at the rate of 10 percent of the employee's salary. This benefit is effective on the first anniversary of the employee's hire date.

If you have additional questions, please contact: Human Resources at hr@childtrends.org or 240-223-9308.

7315 Wisconsin Ave, Suite 1200W Bethesda, MD 20814

Paid Leave

- **Holidays:** New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day
- **Annual Leave:** Employees accrue 14 days of vacation per year, with tenure this increases up to 22 days per year. Up to 10 days of annual leave may be carried from one year into the next. Unused accrued vacation is paid out at the time of termination.
- **Sick Leave:** Accrued at the rate of 3.75 hours per pay period up to a maximum of 225 hours; accrued balance not paid out at time of termination.
- **Parental Leave:** After a year of service employees are eligible for up to 6 weeks of paid leave for the birth/adoption of a child.
- **Bereavement Leave:** Up to 3 days per year after 6 months of continuous service.

Flexible Work Arrangements

Child Trends employees care a lot about flexibility, below are some of the policies we have to support a healthy work life balance. All flexible work arrangements are based on the appropriateness of the position and subject to supervisor approval.

- **Flexible Work Schedules:** having the ability to change your work schedule
- **Compressed Work Schedule:** working more time over fewer days
- **Telecommuting:** working from a well-equipped home office

Professional Development & Tuition Reimbursement

Employees are eligible for professional development funds after three months of continuous service; these funds are based on employee labor rate and may be used for time and materials. Employees are also eligible for tuition reimbursement after 6 months of service. Tuition reimbursement is limited to a maximum of \$1,200 per semester and \$2,400 per year and requires proof of a passing grade. Please see the employee handbook or the HR representative for more specific information.

Veterinary Discount Plan

Employees can participate in this discount plan for \$8 a month and save 25 percent on all inhouse medical services, such as office visits, shots, X-rays, surgical procedures, and dental care, and save 5 to 35 percent at participating pet merchants, on everyday basic items like food, treats, medications, supplies, and grooming.

Employee Assistance Plan

INOVA EAP provides confidential counseling and referral services for employees and family members, effective the date of hire.