

# Augsburg Fortress

## PUBLISHERS

### Benefits Overview 2024

**For:** Part-Time Regular Employees working 20-29 Hours per Week

**Begin:** The first of the month following 30 days of employment. If the first workday of the month falls on a regularly scheduled holiday or a weekend, benefits will begin the first of the month following.

<p><b>403(b) Retirement and Savings Plan</b>  <i>Principal Financial Services, Inc.</i>            Must be 21 years of age            New employees are automatically enrolled in the plan at 6% deduction beginning the first payroll of the month after working for 30 days. Deferrals can be changed at any time.</p>	<p>In 2024, you may contribute 1% to 100% of your compensation per pay period on a pre-tax basis in 1% increments, up to the IRS limit of \$23,000. If you will be age 50 or older before the end of the calendar year, you may elect to make a Catch-Up Contributions of an additional \$7,500.            For each \$1.00 the employee contributes, Augsburg Fortress Publishers contributes \$0.50 to a maximum of 6% as an employer matching contribution. The employer match begins when you are first eligible to participate in the plan and any employer contributions made to the retirement plan are 100% vested.</p>
<p><b>Parking Reimbursement Account</b>  <i>Benefit Extras</i>            Allows you to set aside tax-sheltered money and be reimbursed for eligible parking expenses.</p>	<p>Employees can elect to set aside up to \$300 pre-tax dollars per month per plan year.</p>
<p><b>Transit Pass Benefit</b>  <i>Metro Transit</i>            Allows employees to elect pre-tax dollars to pay for a monthly metro pass or stored value cards.</p>	<p>MetroPass: \$83.00 per month pre-tax for unlimited bus and rail use each month.            Go-To (stored value cards): available for purchase in \$5 increments.</p>
<p><b>Paid Time Off</b></p>	<p><b>Company Holidays:</b>            The office is closed, and employees are paid 11 per year.</p> <p><b>Vacation Days:</b>            All part-time employees with &lt;5 years of service accrue 5.7 hours per month, up to max of 280 hours. All part-time employees with 5+ years of service accrue 7.35 hours per month, up to max of 280 hours.</p> <p><b>Volunteer Day</b>            Augsburg Fortress Publishers recognizes that societal and community issues have a direct relationship to the success of our organization. Therefore, Augsburg Fortress Publishers allows regular part-time employees to take one paid half-day each calendar year to use for volunteer community activities.</p>
<p><b>Employee Assistance Program (EAP)</b></p>	<p>Health Partners Employee Assistance Program (EAP) is a proven strategy for assisting employees and their families with personal and work-related problems, difficulties and concerns which can – and do-affect their work performance. Augsburg Fortress Publishers’ EAP partner can be reached by phone, text or online. Our contract also provides employees with up to six in-person visits with a counselor.</p>
<p><b>Well-Being Offerings</b></p>	<p>Augsburg Fortress Publishers promotes a culture of wellbeing for all employees and sponsors a variety of activities throughout the year. Principal, our retirement plan platform provides a variety of financial tools. All employees have a sit-to-stand desk.</p>
<p><b>Employee Purchase Privileges</b></p>	<p>All Augsburg Fortress Publishers employees are eligible to receive a 50% discount on store or event purchases of Augsburg Fortress Publishers products only including free shipping.</p>

***This sheet is intended to provide a summary of each of the benefit plans. Although care was taken to correctly describe these plans, you should consult the actual certificate of coverage for full details.***