



SUMMARY OF EMPLOYEE BENEFITS

This enclosure, which merely highlights some of the Project's policies, practices and/or benefits, is not a contract or a legal document. Prolonged funding uncertainties and/or other circumstances may require that the policies, practices and benefits of the Project be changed from time to time. Consequently, the Project reserves the right to amend, supplement, or cancel any provision of this enclosure as may be deemed necessary. Prospective staff members must assume the responsibility for clarifying specific applications in varying circumstances.

Benefits described are based on full-time employment.

Vacation Leave *

For each full month of employment, annual leave will accrue as follows:

Experience level 0-1 through 2-3 years:	1.25 days (15 days per year)
Experience level 3-4 years:	1.50 days (18 days per year)
Experience level 4-5 and above:	1.75 days (21 days per year)

Sick Leave *

Sick leave will accrue at the rate of one day per full month of employment.

Medical/Dental/Vision

NJP provides employer paid Medical, Dental and Vision coverage for all employees with options for a buy up plan and optional dependent coverage (with modest premium cost sharing by the employee).

Section 125 Flexible Benefits - Options

- A Dependent Care Flexible Spending Account, under IRC §125, which enables staff to contribute “pre-tax” for (both FICA (Social Security) and Federal Income Tax) on qualifying child and dependent care expenses (max \$5000).
- A Health Care Flexible Spending Account, under IRC §125, which enables staff to contribute “pre-tax” dollars to pay for certain out of pocket health care expenses that are not covered by health insurance or the HRA. The money contributed to this account can be used to reimburse the employee or employee family member co-pays, Rx, deductibles, coinsurance, out-of-pocket dental costs, vision costs, etc. (max \$2,650).

- Commuter/Mass Transit Reimbursement Account, under IRC §132: This allows the employee to fund up to \$265 per month pre-tax for the purchase of a bus pass or mass transit vouchers.
- Commuter/Parking Reimbursement Account, under IRC §132: This allows the employee to fund on a pretax basis up to \$265 per month for parking expenses.

Employee Assistance Program (EAP)

We recognize that a wide range of personal problems affect staff's performance in the workplace. Emotional or mental stress, marital, legal and financial difficulties, and drug and alcohol abuse and dependency can affect an employee's work performance, safety and general welfare. Before a problem becomes a crisis the EAP can provide private professional assistance to aid the employee in recognizing and taking care of personal difficulties. The EAP is an NJP funded benefit.

This is a confidential service. No information about staff is released to anyone without written authorization except as required by law. No names are reported to NJP. We are given a quarterly report showing the use of the EAP program but without names or locations.

Life Insurance

NJP carries employer funded group term life insurance policies, which provides an initial death benefit of \$100,000.

Long Term Disability Insurance

NJP carries provides group long-term disability insurance policy.

403(b) Thrift Pension Plan *

NJP offers a 403(b) thrift retirement program for employee and employer contributions. The plan allows for employee directed pre-tax salary deferral contributions, up to IRS limits, and provides for annual employer contributions, subject to eligibility requirements and annual board approval.

Investment options include a range of funds offered by Mutual of America (for both salary deferral and employer contributions) and Vanguard Investments (salary deferrals only).

Paid Holidays *

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	New Year's Eve Day

Personal Days *

Depending on the date of hire, employees will be entitled to up to two “personal days” off per year in addition to annual leave. These days may not be carried from one calendar year to the next.

Washington State Bar Association Dues

All attorney staff must maintain active membership in the WSBA and all staff are encouraged to be active in local professional and community groups, as appropriately related to their work. The Project pays or reimburses for mandatory WSBA bar dues.

Law School Loan Repayment Assistance

The Project has established a Law School Loan Repayment Assistance Program. Upon receipt of satisfactory evidence concerning the existence and amount of loan obligations undertaken to pay for law school, and as a part of an eligible employee's compensation, the Project reimburses up to Six Hundred Fifty Dollars (\$650) per calendar quarter towards the law school loan debt. Such payments end on the date the employee reaches Level 25 on the salary scale. Prospective participants are required to explore and exercise any options they may have to receive repayment assistance from, or to have loans forgiven by, their law school.

** indicates a benefit which is prorated if employment is part-time status*