

## Full Time Positions' Summary of Benefits

### List for Job Posting/Descriptions

- **HCHP Health Insurance:** TFP pays 70% of premiums; and provides up to \$2,500 in a Health Reimbursement Account
- **Paid Time Off** including vacation, personal days, paid holidays and sick time
- **403 b plan** with match by TFP
- **Budgeted Professional Development**
- **Time off for Jury Duty, Voting, Bereavement, Military Service**
- **Short Term Disability, Workers Compensation**

*Note: this is a summary for information purposes; details are outlined in the Employee Guidelines. Offer Letters will state specific benefits on those not mandated by the state/federal government.*

### Mandated

- **PFML Massachusetts:** up to 12 weeks of paid family leave; 20 weeks of paid medical leave; 12 weeks of paid family leave to care for family member with a serious health condition; additional for service members and their families
- **Workers Compensation:** coverage varies based on nature of injury or accident
- **Small Necessities Leave:** up to 24 hours unpaid time for school activities; accompany children or relatives to routine medical or other appointments

### POLICY OF TFP FOR ALL EMPLOYEES FULL TIME OR AT LEAST 30 HOURS/WK AVERAGE YR

- **HEALTH & WELLNESS:**
  - HCHP Health \$2000 deductible plan: employee pays 30% for any level (indiv/family)
- **PTO (Personal Time Off) which encompasses**
  - Vacation: first year 10 days; Yrs 2-3: 15 days; Years 4+: 20 days
    - Staff working avg of 30 hrs/week are eligible for vacation pay: see Handbook for details
  - Personal Days: 5 days/annually for all YR staff working at least 30 hours
    - Growers Assistants accrue 1 day/month to a maximum of 5 days
- **Holidays:** 12 currently for all YR FT & PT (30hrs+)
- **Sick Time:** 40 hours/annually for all YR FT & PT (30hrs+)
- **Jury Duty:** paid up to 3 days
- **Voting Leave**
- **Professional Development:** \$300 per person per year
- **Bereavement Leave:** up to 3-5 days depending on circumstances
- **Leave of absence for military service:** 100% paid for up to two week assignments; additional depending on length of deployment
- **Short Term Disability:** will pay 60% of regular wages up to 12 weeks.