



THE WOODRUFF ARTS CENTER

2024 SUMMARY SCHEDULE OF BENEFITS

The Woodruff Arts Center is pleased to offer our colleagues the opportunity to participate in our health and well-being programs.

We provide a comprehensive benefits package, which allows you to select the best plan that meets your lifestyle, while offering the protection, flexibility and security to meet you and your family's needs. We have partnered with leading insurance carriers and health care networks to ensure you have access to quality health care professionals in your community. The majority of benefits such as medical, dental and vision start first day of the month following 30 days of employment. Our benefits and programs include:

Health Insurance: The Woodruff Arts Center has a Certificate of Coverage with Kaiser Permanente of Georgia and Blue Cross Blue Shield of Georgia. The Arts Center offers the following medical plan to eligible employees.

Kaiser Health Maintenance Plan HMO

The Kaiser DHMO medical plan allows participants to see Kaiser physicians at any of their 30+ locations throughout the metro Atlanta area. The plan pays 100%, after the annual deductible, when seen by a Kaiser network physician. The copay for the DHMO plan office visits is \$20. In-network services require that a \$750 deductible be satisfied for single status and a \$2,250 deductible be satisfied for two or more-person status. The deductible does not apply to preventive services or office visits.

Anthem-Blue Cross Blue Shield Consumer Driven Health Plan with a Health Savings Account (HSA)

The Anthem-Blue Cross Blue Shield HDHP plan allows participants to put pre-taxed dollars into a HSA to pay for their qualified out-of-pocket medical expenses. The plan pays 90%, after the annual deductible. Participants may pay cost of medical visits and services with HSA contributed funds. In-Network services require that a \$1,500 deductible be satisfied for single status and a \$3,000 deductible be satisfied for two or more person status. The deductible does not apply to preventive services. The Woodruff Arts Center will make an annual contribution to your HSA. See below.

Employee Only	Employee +1	Family
\$500	\$750	\$1,000

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Dental Insurance: The Woodruff Arts Center has a Certificate of Coverage with MetLife. This plan is a Preferred Provider Organization (PDP) that provides In-Network and Out-of-Network dental benefits. Dental coverage is elected on a voluntary basis independent from your other benefit elections.

Vision Insurance: The Woodruff Arts Center offers routine vision coverage through EyeMed Vision Care. This plan offers both In-Network and Out-of-Network benefits. In-Network office visit copays start at \$15 for a routine eye exam with copays starting at \$25 for materials such as frames and lenses. Out-of-Network Benefits are based on a reimbursement schedule.

Flexible Spending Plan: The Flexible Spending Plan is a program that allows you to have a designated dollar amount of your paycheck put aside and held in an account until you need to use it for out-of-pocket healthcare or dependent-care expenses. The money is deducted before taxes are paid, allowing you to apply 100 percent of the money you earn and put aside toward eligible expenses. The Flexible Spending Accounts are provided by Discovery Benefits.

Life Insurance : The Woodruff Arts Center offers at no cost to you, Basic life insurance in the amount of 1.5 times the annual rate of pay (up to \$500,000) coverage. Eligible employees are also covered by MetLife Accidental Death & Dismemberment Insurance paid at 1.5 times the annual salary. In addition, you can obtain supplemental coverage through MetLife.

Short Term Disability: At no cost to you, The Woodruff Arts Center provides eligible employees with Short Term Disability Insurance (STD), which provides partial income replacement should you become disabled due to injury (non-work related) or illness. Benefits are paid at 60% of your weekly pay after 7 days of disability due to sickness or an accident. MetLife is the STD provider. *Eligible after six months of employment.*

Long Term Disability: At no cost to you, The Woodruff Arts Center provides with a Long Term Disability benefits processed by MetLife. The Insurance pays at 60% of the monthly. *Eligible after six months of employment.*

Employment Assistance Program: The Woodruff Arts Center provides an Employee Assistance Program (EAP) to you and members of your household at no cost. Employee Assistance Program is thru LifeWorks/MetLife.

Pet Insurance: My Pet Protection[®] from Nationwide[®] is available to eligible employees as a part of the voluntary benefits. This paw-pular employee-only plan offers preferred pricing, guaranteed issuance, and multiple-pet discounts.

Family and Medical Leave Act: Under this Act of 1993, an eligible employee may take an unpaid leave of absence for up to 12 weeks during any 12-month period for the birth or adoption of a child, serious personal illness or the illness of a spouse, parent, or child. The Arts Center policy layers the

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unpaid leave with paid FMLA. An employee who qualifies for the Family and Medical Leave Act (FMLA) also qualifies to be paid for up to 8 weeks. Paid FMLA pays the employee 100% of base pay. In order to be eligible for leave under FMLA, an employee must have worked at least 1250 hours and have been employed for at least 12 months.

403(b) RA – The Woodruff Arts Center Defined Contribution Plan: Eligible employees have the option to enroll in the Arts Center’s Defined Contribution plan. Upon completion of one year of service with the Arts Center you will become eligible to participate in and receive matching contributions under the Savings Plan. Generally, one year of service will be considered to be completed if you are credited with 1,000 hours of service within a 12 month period. Note that part time employees who complete more than 500 hours of service per year in three consecutive calendar years after January 1, 2021 will also be eligible to participate in the Savings Plan.

Years of service with any non-profit 501(c)(3) organization will be counted for satisfying this one year waiting period to join the Savings Plan, if both of the following conditions are met:

- The other 501(c)(3) organization was your immediately preceding employer before the Arts Center, and
- You were employed with the other 501(c)(3) organization on at least one day during the one-year period immediately preceding your date of employment or reemployment with the Arts Center.

The Woodruff Arts Center will match 100% of the employee’s contribution. Vesting is immediate in this plan. The Savings Plan’s maximum matching contribution percentage is dollar per dollar up to 6% of your eligible earnings.

Eligible Art Center employees also have the option to participate in the Voluntary Plan as of your hire date via payroll deduction on a pretax basis. Annuities under the Voluntary Plan are offered through: Fidelity, Lincoln National, TIAA-CREF, Valic and Vanguard.

Paid Time Off (PTO): PTO is available to employees on January 1 and may be used anytime throughout the year. Just as vacation, it should be scheduled ahead of time if possible. Number of days available is based on years of service using the following increments.

Years of Service Tiers	Annual PTO
Hired on or after the first of the year	15 day or 120 hours
Hired before 01/01/2023 but <1 year	15 days or 120 hours
1-3 years	15 days or 120 hours
3-<7 years	20 days or 160 hours
7-<12 years	25 days or 200 hours

Eligible Part-time employees earn PTO at half of the full-time rate.

Paid Holidays: The Woodruff Arts Center observes the following: New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

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Floating Holidays: Eligible employees will receive two days that may be taken at any time throughout the year. Based on your hire date, Floating Holidays will be pro-rated.

Bereavement: Eligible employees are allowed up to five days off with pay for the death of a spouse, child, parent or spouse’s parent. Three days off for a sibling, spouse’s sibling, grandchild, grandparent, or spouse’s grandparent. The policy only applies to the relatives listed.

Arts Partners Discounts*:

High Museum Benefits:

- At our High Museum of Art, free admission is offered to employees and one guest during normal operations hours. This benefit does not include special events.
- 20% off regular priced items at the Museum Shop and 30% off on pay days.

High Museum Café:

- All Woodruff employees receive a 10% discount on meals

Atlanta Symphony Orchestra Benefits:

- The Atlanta Symphony Orchestra offers a variety of complimentary tickets (based on availability). Offers are publicized via Connect, the company virtual newspaper.
- 20% off regular priced items at the Symphony Store.

Alliance Theatre Benefits:

- The Alliance Theatre offers a variety of complimentary tickets to The Woodruff Arts Center Employees on a per show basis depending on availability. Offers are publicized via WAC-ALL email.
- The Alliance Education Department offers 50% Off all classes for Woodruff Arts Center Employee and their children.

*Discounts are subject to availability.

Rates:

	Anthem POS HDHP with HSA (90% In-Network)			
	Employee Annual Salary Range <\$35,000	Employee Annual Salary Range \$35,000.01-\$60,000	Employee Annual Salary Range \$60,000.01-\$100,000	Employee Annual Salary Range >\$100,000.01
Employee Only	\$47.60	\$61.97	\$76.33	\$90.70
Employee + One	\$118.86	\$154.34	\$183.13	\$199.21
Family	\$192.29	\$255.50	\$274.70	\$288.10



HIGH MUSEUM OF ART ATLANTA



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	Kaiser HMO Plan (100% in network)			
	Employee Annual Salary Range			
	<\$35,000	\$35,000-\$59,999	\$60,000-\$100,000	>\$100,000
Employee Only	\$60.88	\$81.18	\$101.46	\$121.75
Employee + One	\$153.19	\$203.31	\$243.97	\$266.68
Family	\$249.56	\$338.85	\$365.95	\$384.88

MetLife Dental	Biweekly Deductions
Employee Only	\$7.48
Employee + One	\$14.59
Family	\$24.69

Benefits Human Resources Contact Information:

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