



MELVILLE - BRIEF DESCRIPTION - POLICIES & BENEFITS of AIP **HOURLY AND TEMPORARY**

HOURS – Normal business hours are Monday through Friday, 8:30 am to 5:00 pm. Scheduled hours may vary depending on department.

PAYDAY - The Institute pays employees bi-weekly on Thursday. We offer direct deposit for up to 2 separate accounts.

OVERTIME - May be worked by non-exempt employees only at the request of the supervisor and the manager. Overtime worked will be paid at time and one half after 40 hours. Payment for overtime is made on the next paycheck if time sheets are electronically approved before payroll deadline.

NATIONAL HOLIDAY - Each year, a Holiday Schedule is issued indicating those days. Paid holidays will be given when consecutively employed for at least one month, and scheduled to work Monday through Friday.

ATTENDANCE - Employees must notify their supervisor each day that they are absent from work due to sickness.

BENEFITS - Upon eligibility, hourly employees are covered under AIP's travel and accident insurance, short disability insurance, workers compensation, and unemployment insurance.

RETIREMENT PLAN - The Institute contributes 10% of gross salary for all regular employees who are eligible to participate in the TIAA-CREF retirement plan. This is an immediate vesting plan. Eligibility: one year of service and attainment of age 21 and a minimum of 1,000 hours worked in each 12-month period.

TAX DEFERRED RETIREMENT ACCOUNT -The Institute offers a Supplemental Retirement Annuity with TIAA-CREF (no waiting period).

EMPLOYEE ASSISTANCE PROGRAM - Provides a highly confidential and experienced source of help for employees experiencing human problems.

CHILDCARE - On-premises at the Institute for children ages 6 weeks through 5 years of age. A weekly fee is charged depending on the age of the child.

LUNCHROOM-COFFEE SERVICE - The facility has a lunchroom with vending machines. AIP provides free hot beverages, as well.

FITNESS CENTER – On-premises at the Institute for all AIP/Society employees free of charge. Hours of operation 7:00 a.m. - 7:00 p.m. Monday – Friday.

BETHPAGE FEDERAL CREDIT UNION - Employees are able to join this credit union as an employee of AIP. Once a member, always a member. AIP has no affiliation with this financial institution.

TRANSITCHEK – Employees using mass transit for commuting to and from work may purchase transitcheks on a pre-tax basis to a maximum of \$230 per month, up to the maximum of \$2,760 per year.

INCLEMENT WEATHER ANNOUNCEMENTS – Any closing or delayed opening is announced in a recorded message on the AIP Information phone line: 1-800-892-8259 or at the following website: http://www.aip.org/hr/Weather/ny_weather.jsp These developments will be posted by 6:00 am.

Please visit our website <http://www.aip.org>. For employment opportunities go to the Human Resources website by clicking on <http://www.aip.org/aip/employment/>.

In addition to many benefits, you will find the Institute a congenial place in which to work. We are interested in your career development and provide every opportunity for advancement.

The American Institute of Physics is an Affirmative Action and Equal Opportunity Employer