

MELVILLE - BRIEF DESCRIPTION - POLICIES & BENEFITS of AIP

HOURS – Normal business hours are Monday through Friday from 8:30am to 5:00pm. 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.

VACATION

- During the first year of employment, an employee receives 96 (regular full-time) vacation hours for a full 12-month period worked (accrued biweekly in hours). (New employees start accruing time from the first day worked, but earned time cannot be taken during the first six months of employment.)
- Second through fifth years of employment (first through fifth anniversary) employee receives 120 (regular full-time) vacation hours for a full 12-month period worked (accrued biweekly in hours).
- Sixth year and each year thereafter, employee receives 160 (regular full-time) vacation hours for a full 12-month period worked (accrued biweekly in hours).

A maximum of 240 hours (regular full-time) vacation hours may be carried over from one year to the next or up to 320 (regular full-time) vacation hours, based upon years of service.

NATIONAL HOLIDAYS & PERSONAL DAYS - All regular employees are entitled to 12 days per year. Each year, a Holiday Schedule is issued indicating those days.

ATTENDANCE - Although all regular employees are allowed up to 10 sick days for a full calendar year of employment, the Institute encourages good attendance. There is a time-off incentive for perfect attendance. New employees will be entitled to pro-rated sick days depending on their starting date. Employees must notify their supervisor each day that they are absent from work due to sickness.

BENEFITS - On the first of the month after hire, all regular employees who work 40 hours per week are eligible for benefits that include individual and family medical, dental & vision coverage (employee contributes a maximum of 25% of premium depending on salary). AIP also offers all regular employees a generous retirement plan, life insurance (2 times annual salary), travel and accident insurance, short and long-term disability insurance, workers compensation, unemployment insurance and tuition assistance (waiting periods vary by benefit).

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. Rehired employees who have already met the eligibility requirements will be enrolled the first of the month following rehire.

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

TUITION ASSISTANCE - After six months of employment, the Institute will pay regular employees for tuition, registration fees and course-related books, up to a maximum of \$4,500 per school year for undergraduate degree and \$5,000 for advanced degree. Covered at 100%: Courses pertinent to their work leading towards a first BA or fulfill matriculation requirements; courses leading toward a second BA or advanced degree which must be job-related. Covered at 75%: Courses leading towards a first BA or fulfill matriculation requirements which is not job related.

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 am - 7:00 pm. 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.

FLEXIBLE SPENDING ACCOUNTS – Employees may participate in health care and/or dependent care flexible spending programs.

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: www.aip.org/hr/Weather/ny_weather.jsp. These developments will be posted by 6:00am.

Please visit our website <http://www.aip.org>. For employment opportunities click 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