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 submitted before payroll deadline.

VACATION -
• During the first year of employment, an employee receives 96 (regular full-time) or 72 (regular part-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) or 90 (regular part-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) or 120 (regular part-time) vacation hours for a full 12-month period worked (accrued biweekly in hours).

A maximum of 240 hours (regular full-time) or 180 (regular part-time) vacation hours may be carried over from one year to the next or up to 320 (regular full-time) or 240 (regular part-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 at least 30 hours per week days or at least 25 hours per week nights are eligible for benefits that include individual and family medical, dental & vision coverage. The employee contributes of 25% of premium. 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 (waiving periods vary by benefit).

RETIRED 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 or 2 years of service. Should the employee be a rehire and only if the employee already met the eligibility requirements of one year of service and 1,000 hours are they then immediately eligible.

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 reimburse regular employees for 75% or 100% of the tuition, registration fees and course-related books, up to a maximum of $4,500 for undergraduate and $5,000 for graduate per academic year, for courses in a matriculated first bachelor’s degree, or any job-related, matriculated advanced degree or bachelor’s beyond the first.

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

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 employees free of charge. Hours of operation 7:00 a.m. - 7:00 p.m.

SMARTRIP – Employees using mass transit for commuting to and from work may purchase Smartrip cards on a pre-tax basis to a maximum of $245 pretax per month, up to the maximum of $2,940 per tax 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 inclement weather phone line: 1-866-773-2274 or at the following website: http://acpannounce.tripod.com/. These developments will be posted by 6:00am.

Please visit our website http://www.aip.org/hr. For employment opportunities click on “Job Openings”.

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