

# ALUTIIQ MUSEUM EMPLOYEE BENEFITS

The Alutiiq Museum's staff manual provides a detailed review of the benefits available to museum employees. The following outline provides a general summary of those benefits.

## FULL TIME EMPLOYMENT

Full time employees are those who work 30 hours or more on a permanent basis.

- **Paid Leave** – Employees begin to accrue paid leave after 90 days of employment. For the first four years of employment, the accrual rate is 4.62 hours per 80 hours of work, or three weeks of paid leave per year.
- **Paid Holidays** – 10 paid days a year: New Years, Presidents Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Indigenous Peoples Day, Thanksgiving, Native American Heritage Day (day after Thanksgiving), Christmas.
- **Other Paid Leave** – Jury Duty, Bereavement Leave
- **Unpaid Leave** – Unpaid leave can be requested for educational purposes, medical leave, family leave, etc. and is reviewed on a case-by-case basis.
- **Retirement Savings Contribution** – up to 3% of salary annually. Employee must contribute to receive a museum match.
- **Medical Insurance** – After 90 days of employment, employees are eligible for health insurance coverage. The Museum pays 85% and the employee pays 15%. For spouses and dependents, the employee pays 100%.
- **Life Insurance** – Museum pays 100% for the employee.
- **Optional Insurance** – Colonial Life offers a variety of additional insurance plans that can be selected and paid 100% by the employee.
- **Support for Professional Development** – Ability to attend training, conferences, and events, purchase support materials, obtain or renew a certification, etc. Each employee proposes professional development goals annually in consultation with their supervisor and the Executive Director.

## PART TIME EMPLOYMENT

Part time employees are those who work >30 hours a week on a permanent basis. This class does not include part time temporary employees or contractors.

- **Paid Leave** – Employees begin to accrue paid leave after 90 days of employment. For the first four years of employment, the accrual rate is 4.62 hours per 80 hours of work.
- **Paid Holidays** – 10 paid days a year: New Years, Presidents Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Indigenous Peoples Day, Thanksgiving, Native American Heritage Day (day after Thanksgiving), Christmas.
- **Other Paid Leave** – Jury Duty, Bereavement Leave
- **Unpaid Leave:** Unpaid leave can be requested for educational purposes, medical leave, family leave, etc. and is reviewed on a case-by-case basis.
- **Retirement Savings Contribution** – up to 3% of salary annually. Employee must contribute to receive a museum match.
- **Medical Insurance** – Employee pays 100%. For spouses and dependents, the employee pays 100%.
- **Optional Insurance** – Colonial Life offers a variety of additional insurance plans that can be selected and paid 100% by the employee.
- **Support for Professional Development** – Ability to attend training, conferences, and events, purchase support materials, work with mentors, etc. Each employee proposes professional development goals annually in consultation with their supervisor and the Executive Director.