

2022



# FINANCIAL WELLNESS HIGHLIGHTS



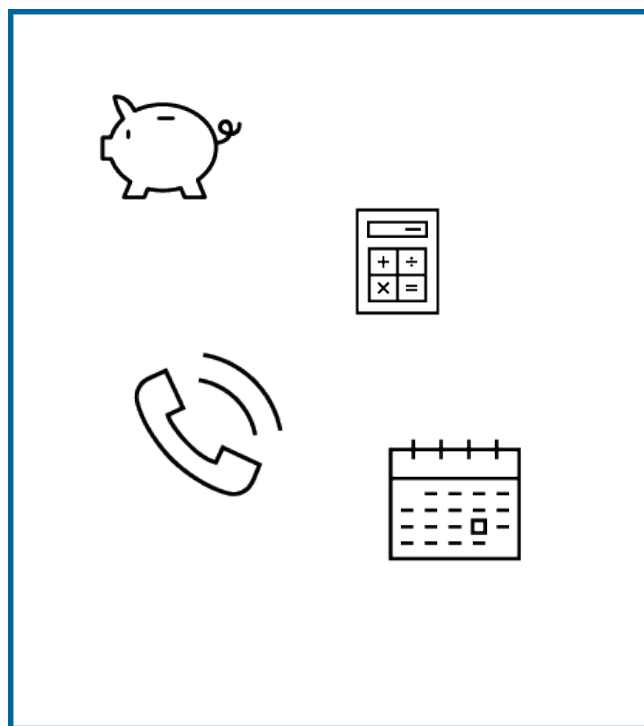
The Denver Foundation

# Introduction

## Welcome!

This booklet is an overview of the financial wellness benefits offered to you. We believe we are providing a program that offers not only quality and value, but one that satisfies the diverse needs of our workforce.

This booklet is just a summary of your benefit plans. Refer to your Plan Documents for plan details. If there is a discrepancy between these summaries and the written legal plan documents, the plan documents shall prevail. This booklet and plan summaries do not constitute a contract of employment.



## Eligibility

The Denver Foundation offers a wide array of financial wellness options for you. Below is a list of the programs available to each group of employees.

<b>Part-time Employees</b> (<30 hours/week)	Paid Time Off (pro-rated accrual) 403(b) Employee Assistance Program	529 College Savings Matching Gifts* Employee Fund*
<b>Full-time Employees</b> (>30 hours/week)	Paid Time Off 403(b) Medical FSA HSA Life and Disability	Employee Assistance Program 529 College Savings Matching Gifts* Employee Fund* Tuition Reimbursement* Professional Development*

\*Employees of TDF Partners may not be eligible for certain programs. Temporary employees and interns are not eligible for any benefits except for 403(b).

For Health Wellness benefits, please review our TDF Health Benefits Guide.

This booklet is a summary of your financial wellness benefits. Refer to your staff handbook or policy documents for more details. If there is a discrepancy between these summaries and the staff handbook or policy documents, the staff handbook or policy documents shall prevail. This booklet, staff handbook, or policy documents do not constitute a contract of employment.

# 403(B) Retirement Plan

## What It Is:

The Denver Foundation helps employees plan for the future by offering a 403(b) retirement plan through Empower to all eligible employees.

## Who is Eligible:

Employees who work 20 hours or more per week may contribute immediately upon date of hire.

\*Employees who work for 6 continuous months to 5 years will receive The Denver Foundation contribution of 5%.

Employees who work 5+ years will receive The Denver Foundation contribution of 7%.

## Employee Contribution Limit (2022):

\$20,500

## Catch-up Contribution Limit (2022):

(Employees Age 50+) \$6,500

## TDF Contribution:

5%: 6mo - 5yrs

7%: 5+ years

## How to Manage and Make Contribution Changes:

<b>Online</b>	<p><a href="https://participant.empower-retirement.com">https://participant.empower-retirement.com</a></p> <p>To access and register your account follow the below instructions. Log on to <a href="https://participant.empower-retirement.com">https://participant.empower-retirement.com</a> and select Register. Choose the 'I do not have a PIN' tab. Follow the prompts to create your username and password.</p>
<b>Phone</b>	<p>For more help, call 855-756-4738 Representatives are available weekdays 6 a.m.-8 p.m. Mountain time and Saturdays 7 a.m.-3:30 p.m. Mountain Time</p>
<b>Investment Adviser</b>	<p>Thomas Nazzaro, AIF Work Plan Retire <a href="mailto:tnazzaro@americanportfolios.com">tnazzaro@americanportfolios.com</a>   303-893-1260</p>

# 529 College Savings Plan

## What It Is:

A 529 Plan is a tax-advantaged savings plan designed to encourage saving for future college costs. Contributions are made on a post-tax basis. Contributions can be made in lump sums or via payroll deduction.

All contributions are eligible for State and Federal Tax deduction.

## Who is Eligible:

Full and Part-time Employees of The Denver Foundation

## How to Enroll:

Enrollment materials are available through Human Resources

# Paid Time Off (PTO)

## What It Is:

TDF currently allows eligible employees to accrue Paid Time Off (PTO) immediately upon hire. Full-time employees working 40 hours per week receive all benefits as listed below. Full-time and part-time employees working less than 40 hours accrue this benefit on a prorated basis. Proration is based on a 40-hour week. Temporary employees are not eligible for PTO.

This paid time is for employees to do with as they wish or need. For example, it may be used to take time off for a planned vacation, planned personal/mental health days, planned floating holidays, planned volunteer time, and unplanned time off when they or a dependent are ill. Our expectation is that each staff member will use all of their PTO days in a calendar year.

As of January 1, 2022, eligible employees accrue paid time off based on the following schedule:

- In the first 5 years of employment (0-59 months), employee earns 160 hrs total @ 6.15 hrs/pay period\*
- After 5 years through 10 years (60-119 months), employee earns 200 hrs total @ 7.69 hrs/pay period
- After 10 years or more (120+ months), employee earns 240 hrs total @ 9.23 hrs/pay period

See our Paid Time Off section of the Staff Handbook for more information.

## Paid Holidays:

Full-time Foundation employees are entitled to the following paid holidays. (Pro-rated for part-time employees).

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day



# Professional Development

## What It Is:

The Denver Foundation staff members are encouraged to take the time and resources necessary to further develop their knowledge, skills and expertise. Full-time staff members are eligible to be reimbursed for expenses related to professional development. Please discuss your professional development needs with your supervisor.

## Who is Eligible:

Full-time Employees

## Eligible Expenses:

- Job-related Training
- Professional Development Programs
- Professional Certifications
- Conferences

## How it works:

Requests to use professional development dollars must be approved by the head of your department prior to attendance of any training/workshop/certification.

Special Note: This program may not be available to TDF partners.

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# Tuition Reimbursement

## What It Is:

The Denver Foundation will provide, if funds are available, up to \$2,000 per employee per year for continuing education. The course work should be broadly related to the employee's job responsibilities. The employee must have obtained a signed Tuition Agreement from his/her supervisor and the VP of their department.

## Who is Eligible:

- Full-time Employees who have worked 12 months consecutively
- Must obtain a "C" or higher, or pass

## Eligible Expenses:

- Approved course tuition
- Approved course literature/books
- Approved course tools and supplies (laptops & calculators are excluded)

## How it Works:

1. Obtain a Tuition Agreement from Human Resources
2. You will need to provide general course information. (e.g., name of course, accredited College/University information, duration of course etc.)
3. Obtain approval from supervisor and VP
4. At the end of the course, submit reimbursement form, applicable receipts, and grades to Human Resources

# Matching Gifts

## What It Is:

In order to encourage philanthropic giving by employees and to set an example for other employers, TDF currently gives an allowance of up to \$250 per employee per year for matching contributions to qualifying organizations.

## Who is Eligible:

- Full-time Employees
- Part-time Employees who have been employed 6 months consecutively

## Eligible Expenses:

In order to receive a matching grant, the eligible institution must be a Colorado-serving 501(c)(3) organization, an established school or religious organization.

TDF Employee Fund Contributions are also eligible for the Matching Gift program.

## How it works:

Fill out the Employee Matching Program Application form making sure the organization(s) are Colorado-serving 501(c)(3).

Attach a check to the form for the desired amount (payable to the eligible institution) or provide verification of a gift made during the same calendar year.

Send the above to the Grants Administration Associate who will coordinate with TDF President to be signed.

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# TDF Employee Fund

## What It Is:

The Denver Foundation Employee Fund is a non-endowed donor-advised fund started and supported by employees of The Denver Foundation.

Contributions of any size are welcome. The amount of the donation is up to you and can be made via payroll deduction (post-tax) throughout the year or as a one-time deduction. You may start, stop or change deductions at any time.

Employee gifts to this fund are also eligible for the Matching Gifts program.

## Who is Eligible:

- Full-time Employees
- Part-time Employees

## How it Works:

Complete an Employee Payroll Deduction form available from HR.

# Contact Reference Sheet

Refer to this list when you need to contact one of your benefit vendors. For general information contact your Human Resources Department.

For questions about...	Contact...	Call...	Or Email/Visit...
403(b)	<b>Tom Nazzaro</b> <b>Work Plan Retire</b>	303-893-1260	tom@workplanretire.com
EAP	<b>Magellan Healthcare</b>	800-450-1327 toll free	<a href="http://www.MagellanHealth.com/member">www.MagellanHealth.com/ member</a>
Human Resources	<b>Rob Hill</b>	864-735-3938	rhill@denverfoundation.org
Human Resources	<b>Jason Stoddart</b>	303-513-7294	jstoddart@denverfoundation.org