



BENEFITS SUMMARY

Craft3 offers a comprehensive benefits package that provides generous time off, supports good health for you and your family, and helps you save for the future.

As of June 10, 2024

Health

MEDICAL INSURANCE	REGENCE BLUECROSS BLUESHIELD (BCBS) – Eligible for coverage on the first of the month following date of hire. The cost of the insurance benefits is shared by you (20%) and Craft3 (80%). Craft3 offers three medical plans - BCBS 1000, BCBS 1600, and BCBS 3200. The 1600 and 3200 plans are High Deductible Health Care Plans (HDHP); the 1000 plan is not.
DENTAL INSURANCE	DELTA DENTAL – Eligible for coverage on the first of the month following date of hire. \$50 individual/\$150 family deductible for members. Annual maximum benefit is \$2,000 per year.
VISION INSURANCE	VSP – Eligible for coverage on the first of the month following date of hire. Vision plan includes coverage for eyeglasses frames and lenses as well as contacts.
LIFE, AD&D, STD, LTD INSURANCE	METLIFE – Eligible for coverage on the first of the month following date of hire. The cost of these insurance premiums is covered by Craft3. Life insurance is based upon a schedule, Accidental Death and Dismemberment (AD&D) insurance is based on the degree of injury, Short Term Disability (STD) is 60% of weekly salary up to \$2,500 per week, beginning at 0 days for injury / 7 days for sickness and Long-Term Disability (LTD) - is 60% of wages, to a maximum of \$15,000/month for an extended period of time, effective 90 days after injury/illness. VOLUNTARY – Life / AD&D / Critical Care / Cancer / Accident insurance for employees, spouses and children is available; paid in full by the employee.
HEALTH SAVINGS ACCOUNT & FLEXIBLE SPENDING ACCOUNT	Accounts are provided to the employee through Optum Bank; employees are responsible for monthly account fee. IRS annual contribution limits for the HSA are \$4,150 for individuals and \$8,300 for families; the Flexible Spending Account limit is \$3,200.

Financial

RETIREMENT	403b – Eligible at date of hire. Craft3 matches \$0.60 for each dollar contributed to a maximum of 6% of gross salary after 6 months of employment. 100% vested after 6 years of full service. Contact HR regarding the maximum annual contribution. 457b – Employee’s grade 22 or above are eligible to participate in our 457b plan. This plan does not have a matching component. Your contributions are immediately vested at 100%. These plans are managed by TIAA.
PERFORMANCE PAY	Discretionary performance pay may be awarded for both team and individual achievement. This incentive pay may be calculated based on company and individual performance.



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Time Off

PAID HOLIDAYS	12 paid holidays annually			
VACATION TIME	YEARS OF SERVICE	SALARY GRADE 1-5	SALARY GRADE 6-15	SALARY GRADE 16-25
	1-5 years	10 days	15 days	20 days
	6-10 years	15 days	20 days	20 days
	11-19 years	20 days	25 days	25 days
	20/+ years	25 days	30 days	30 days
	Available after 90 days of service			
SICK LEAVE	Accrue 10 days annually, 240 hours (30 days) cap. Sick days can be used as mental health days.			
PARENTAL LEAVE	12 weeks paid parental leave, including adoption and foster care placement.			
BEREAVEMENT	7 days per year at the employee's discretion to support different ways of grieving loss of family and chosen family. You can, for instance, take a day off on the anniversary of a loved one's death.			
VOLUNTEER TIME OFF	24 hours annually to allow employees to volunteer in their community.			
OTHER LEAVE	Jury Duty, School Visitation, and Military Leave.			

Other Benefits

EMPLOYEE ASSISTANCE PROGRAM	Provides voluntary, private, confidential, and professional counseling outside the workplace. Available to employees and their eligible family members.
PROFESSIONAL DEVELOPMENT	TUITION ASSISTANCE for educational courses, including fees at the undergraduate and graduate levels – \$5,250 maximum per year.
WORK STIPEND	Work varies more than ever before. You can use this stipend for anything you like, including transit, bike repairs, internet access, home office equipment, and more.
TRANSIT	PUBLIC TRANSIT PASS – 50% reimbursement on a pre-tax basis up to \$125 per month.
OTHER BENEFITS	CELL PHONE – Based on job needs of the company.
	WELLNESS – Reimbursement for fitness and wellness programs, up to \$500 per year.
WORK-LIFE BALANCE	SABBATICAL – All employees are eligible for a sabbatical after 10 years of continuous service.
	FLEXIBLE WORK SCHEDULES – Compressed Work Week – Infants at Work Program.

About Craft3

Craft3 is a non-profit community development organization that uses capital, relationships, and voice to build a thriving, just and empowered Pacific Northwest. We invest in people, businesses, and communities, and work towards a future of shared prosperity across our region.

Craft3 employees are creative thinkers and doers, accomplished in a variety of fields, including banking, community development, finance, accounting, natural resources, and city and regional planning. Diverse staff and perspectives advance our mission and help our organization thrive and grow.

