



# 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 March 1, 2026

## Health

<b>MEDICAL INSURANCE</b>	<b>REGENCE BLUECROSS BLUESHIELD (BCBS)</b> – Eligible for coverage on the first of the month following date of hire. The cost of the insurance benefits is shared by you and Craft3. Craft3 offers three medical plans. One of these plans is High Deductible Health Care Plans (HDHP) and two are Preferred Provider Organization (PPO) health plans.
<b>DENTAL INSURANCE</b>	<b>DELTA DENTAL OR WILLAMETTE DENTAL</b> – Eligible for coverage on the first of the month following date of hire. The cost of both insurance benefits are shared by you (20%) and Craft3 (80%).
<b>VISION INSURANCE</b>	<b>VSP</b> – 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.
<b>LIFE, AD&amp;D, LTD INSURANCE</b>	<b>METLIFE</b> – 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, and Long-Term Disability (LTD) - is 60% of wages, to a maximum of \$12,000/month for an extended period of time, effective 90 days after injury/illness.
<b>VOLUNTARY INSURANCE</b>	<b>METLIFE</b> – Life AD&D / Critical Illness / Hospital Indemnity / Accident insurance for employees, spouses and children is available; paid in full by the employee.
<b>HEALTH SAVINGS ACCOUNT &amp; FLEXIBLE SPENDING ACCOUNT</b>	Accounts are provided to the employee through Rippling Flex; employees are responsible for monthly account fee. Craft3 contributes \$25 per month toward HSA plans.

## Financial

<b>RETIREMENT</b>	<p><b>403b</b> – 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. There is both a ROTH and traditional 403b option available.</p> <p><b>457b</b> – Employee’s grade 20 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%.</p> <p>These plans are managed by TIAA.</p>
<b>PERFORMANCE PAY</b>	Discretionary performance pay may be awarded for both team and individual achievement. This incentive pay is based on company and individual performance.



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## Time Off

<b>PAID HOLIDAYS</b>	9 paid holidays plus Summer (M-F of week Independence day is observed) and Winter (12/24 - 12/31) paid weeks of rest.	
<b>VACATION TIME</b>	<b>YEARS OF SERVICE</b>	<b>VACATION ALLOCATION</b>
	0-4 years	120 hours Salary Grades 1-15 / 160 hours Salary Grades 16 - 25
	5-9 years	160 hours
	10-19 years	200 hours
	20/+ years	240 hours
<b>SICK LEAVE</b>	Accrue 80 hours annually, 240 hour cap. Sick days can be used as mental health days.	
<b>PROTECTED LEAVE</b>	12 weeks paid parental leave, including adoption and foster care placement. Other leave 4 weeks paid.	
<b>BEREAVEMENT</b>	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.	
<b>VOLUNTEER TIME OFF</b>	32 hours annually to allow employees to volunteer in their community.	
<b>OTHER LEAVE</b>	Jury Duty, School Visitation, and Military Leave.	

## Other Benefits

<b>EMPLOYEE ASSISTANCE PROGRAM</b>	Provides voluntary, private, confidential, and professional counseling outside the workplace. Available to employees and their eligible family members.
<b>PROFESSIONAL DEVELOPMENT</b>	<b>TUITION ASSISTANCE</b> for educational courses, including fees at the undergraduate and graduate levels – \$5,250 maximum per year.
<b>TRANSIT</b>	<b>SUBSIDIZED PUBLIC TRANSIT PASS</b> <b>PRE-TAX TRANSIT AND PARKING ACCOUNTS</b>
<b>OTHER BENEFITS</b>	<b>CELL PHONE</b> – Based on job needs of the company. <b>HEALTHY WORKING REIMBURSEMENT</b> – for wellness and work expenses, up to \$500 per year.
<b>WORK-LIFE BALANCE</b>	<b>SABBATICAL</b> – All employees are eligible for a sabbatical after 7 years of continuous service. <b>FLEXIBLE WORK SCHEDULES</b> – Compressed Work Week – Infants at Work Program. <b>NO MEETING WEDNESDAY</b> – Focus day organization wide where group meetings are avoided.

### About Craft3

Craft3 is a nonprofit 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.

