



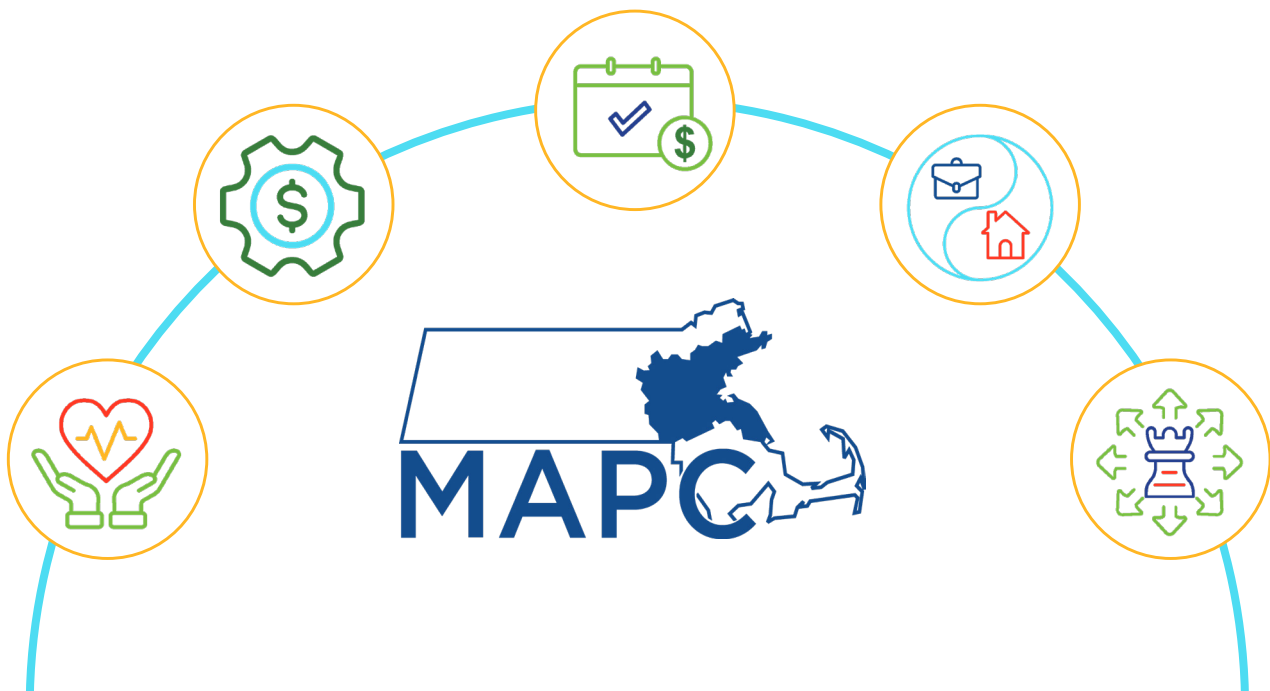
# Metropolitan Area Planning Council

# Employee BENEFITS



MAPC recognizes the value of an engaged and supported workforce. Our comprehensive benefits are designed to help our employees live their best lives, develop and grow professionally, and receive acknowledgment for their contributions to our team and the region. We offer a collaborative office environment and an entrepreneurial culture intended to encourage new ideas and innovation, and to foster healthy work/life balance. Our core values center on equity and sustainability, and we strive to reflect that in our policies and practices.

As an MAPC employee, you're offered a great career opportunity serving the people who live and work in the 101 cities and towns of Metropolitan Boston - but it's more than a paycheck. Our total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including a range of benefits to employees to assist with their **physical and mental health and wellness, financial planning and well-being, work/life balance, career development and transportation assistance.**





## Physical and Mental Health and Wellness

### Medical Insurance

MAPC provides comprehensive health insurance options for employees to meet their individual and family needs through the Commonwealth of Massachusetts Group Insurance Commission. MAPC pays 75-80% of premium, depending on employee status.\*

### Dental/Vision Insurance

Employees may enroll in the Group Insurance Commission (GIC) dental and vision plans, choosing from two plan options.\* MAPC pays 85% of premium.

\* Note: If your hire date falls on the first of the month, medical and dental/vision benefits begin that same day. Otherwise, your benefits begin on the first of the following month.

### Basic life Insurance

At \$10,000 worth of coverage, employer pays 75%- 80% of premium.

### Optional life insurance

Supplemental, voluntary life insurance for employees and their families is available through payroll deduction up to eight times annual salary; the employee pays full premium.

### Family Medical Leave

MAPC employees who have completed at least one full year of employment are eligible for up to twelve (12) weeks of leave during a 12-month period. The first 8 weeks (40 work days) of approved Family Medical Leave utilized in a

12-month period are fully paid by MAPC. This gives employees flexibility to care for themselves and their family members.

### New Employee Sick and Caregiver Leave

MAPC employees who have been employed by MAPC for more than 6 months and less than 12 months are eligible for up to 4 weeks of New Employee Sick and Caregiver Leave to care for themselves and their family members. MAPC will provide pay for 2 weeks of New Employee Sick and Caregiver Leave. If an employee becomes eligible for FMLA following use of New Employee Sick and Caregiver leave, any Sick and Caregiver Leave time used (both paid and unpaid) would be deducted from the FMLA allowance.

### Long Term Disability Insurance

Optional long term disability insurance provides income replacement if an employee is unable to work for 90 consecutive days due to illness or injury. If they are enrolled in the benefit, the employee pays full premium

### Short Term Disability Insurance

MAPC provides a short-term disability benefit for full-time employees after 60 days of employment. Approved short term disability replaces a portion of weekly income should the employee be unable to perform their job due to an illness or injury unrelated to work. As long as the employee remains disabled and meets the plan's disability requirements, the employee will continue to receive 60% of basic weekly earnings up to a weekly maximum benefit of \$1,500 for up to 12 weeks, as approved by our Short Term Disability carrier. MAPC pays 100% of the premium.

## Health Care Spending Account and the Dependent Care Assistance Program

Through the GIC, MAPC offers two types of Flexible Spending Account (FSA) plans, a Health Care Spending Account (HCSA), which is used to pay for medical expenses for the employee and their eligible dependents; and a Dependent Care Assistance Program (DCAP), which can be used to pay for childcare or assistance with disabled adult dependents. Both plans lower income tax liability by the amount of the deductions.

## Gym Membership reimbursement

Gym membership reimbursement up to \$150 per calendar year for select health plans.

## The Employee Assistance Program (EAP) Mass4You is available at no cost to all regular employees and eligible dependents, regardless of health plan enrollment.

- Coaching sessions and in-person, virtual, telephone therapy visits
- Telephone or in-person legal or mediation consultation
- Guidance from a financial coach to help with debt, foreclosure, financial planning, and more
- Referrals for a variety of Work-Life convenience services: child care, elder care and more
- Confidential substance abuse treatment helpline and a licensed clinician

**Hinge Health** is available to members enrolled in GIC health coverage at no additional cost. Members partner with dedicated professionals to receive personalized care. This virtual exercise therapy program helps reduce joint and muscle pain, aids injury recovery, improves mobility and strength, and relieves pelvic pain and discomfort.



## Financial Planning

### Membership in the Massachusetts State Retirement System

All regular employees become members of the state retirement system upon hire. Vesting occurs after 10 years of contribution into the Massachusetts State Retirement System. The potential benefits available through the retirement system are some of the most valuable as a public employee to provide a fixed monthly income for life in retirement.

### Optional SMART Plan Participation

Employees are encouraged to invest in their future by taking advantage of the state tax-deferred compensation 457 SMART Plan. Employees can save and invest in both before-tax (Traditional) and after-tax (ROTH) accounts through a wide array of low fee investments options.

### Massachusetts State Employees Credit Union available

As members of the State Retirement System, all regular employees are eligible to participate in the State Employees Credit Union.

### Public Service Loan Forgiveness

Staff are eligible to participate in Public Service Loan Forgiveness (PSLF). Public Service Loan Forgiveness (PSLF) is a program offered by the federal government that eliminates the remaining balance of Direct Loans after 120 qualifying monthly payments are made while working full-time for an eligible public service employer.



## Work-Life Convenience Perks

### Public Transit pass subsidy

Mass transit subsidy for all full-time/regular employees at 100% employer share, at a maximum of \$225/month.

### Bike Parking

Private and secure bike parking in the building and areas to change clothing.

### Blue Bike discounted annual membership

An Annual Membership costs \$133.50 but you can sign up for \$50.75 with MAPC.



## Professional Growth and Development

### Tuition Reimbursement

Employees are eligible to receive 50% of the total cost, up to \$2,000 in a benefit year, for tuition assistance for courses taken at any accredited college or university that are job or degree related.

### Professional Membership

MAPC supports and encourages employees to join and participate in organizations or associations related to their professional discipline. MAPC may authorize payment of dues for membership in approved professional associations, up to \$300 per year.



## Paid Time Off

### Vacation leave (accrual rate):

15 days for the 1st year of service; accrual rates increase over time with a maximum of 25 days per year.

### Sick leave

A sick time accrual of 1.25 days per month with maximum of 70 days for full time employees.

### Discretionary Days

5 per year, pro-rated based on start date

### Paid holidays (13 per year)

#### For full-time employees

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Patriots' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

#### One Religious Observance Day

MAPC will compensate employees for one day per benefit year for time lost due to the observance of a religious holiday. This policy does not apply to CTPS.



**For questions, please reach out to the following:**

**MAPC Human Resources,**

HR@mapc.org

**Payroll and Benefits Administrator,**

Delroy McDonald: dmcDonald@mapc.org

