



FCI Benefit Summary & Employment Expenses

As of January 1, 2024

Benefit	Details for FTE	Notes
Paid Time Off	Salaried FT: 18 days,	Increasing w/tenure 0-3 years = 18 days 4 years = 20 days 5 years = 22 days 6 years = 24 days
Paid holidays	14	See below
Medical insurance	Employee sourced	FCI provides up to \$12,450 (\$1,037.5/month) toward health insurance premiums for each staff member and their household. This benefit can be used to pay for insurance premiums for an individual or a family plan. Insurance premiums include medical, vision, and dental insurance. If a staff member has a different form of health insurance not listed above, they can submit a request to have it included to the Executive Director.
Dental insurance	See above	
Vision insurance	See above	
Disability	No	

Life insurance	No	
Flex-spending account	No	
Retirement	Simple Plan	Employer match up to 3%
Professional development	Yes	Available with prior approval from ED
Office allowance	\$250/month	See below
Other expenses		See below

Compensation for office space

FCI will compensate employees \$250/month for use of home office space and utilities. This is added to the payroll.

Other expenses

Reimbursed based on reasonable need and ED authorization:

- Office Equipment (owned by FCI)
 - Laptop computer (estimated replacement cycle of 3-4 years)
 - Printer/scanner
- Software, including security subscriptions and firewalls
- Off-site backup systems/services and storage
- Tech support or service contracts
- Mileage
- Transportation, lodging, food and necessary expenses for approved travel
- All communication expenses incurred
 - telephone (separate business line and/or cell phone service),
 - internet access,
 - postage and shipping,
 - office supplies, etc.

2024 paid holidays & office closures:

- January 15: Martin Luther King Jr. Day
- May 27: Memorial Day

- July 3-5: July 4 Office Closure
- September 2: Labor Day
- September 18-20: U&C Office Closure *note, these days may shift slightly when we schedule the Board retreat
- October 14: Columbus/Indigenous Peoples' Day
- November 28-29: Thanksgiving Holiday
- December 24-25: Christmas Holiday