



# Part-time Employee Benefit Guide

Effective January 1 – December 31, 2019

PT-EBG16B

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**“...and if you spend yourselves in behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will become like the noonday.”**

*– Isaiah 58:10*



# Mission, Vision & Commitment Statements

## Mission

Feeding God's starving children hungry in body and spirit.

## Vision

Through God, Feed My Starving Children (FMSC) will strive to eliminate malnutrition and starvation in children throughout the world by helping to instill compassion in a generation that hears and responds to the cries of those in need, until all are fed.

## Our commitment to excellence

We will provide for our employees a satisfying work environment that is based on trust, mutual respect and doing the right thing.

## Human Resources mission statement

Strategically partnering in building FMSC's global operations by recruiting, developing, rewarding and retaining our national workforce and aligning it with our Christian mission and values.

# Retirement Plan – 401(k)

## Who is eligible and when:

All regular employees age 18 or older are eligible to enroll in the plan at any time after they have met the eligibility requirements as shown below. You can change or cancel the deferral election at any time.

### New Hire

You have not previously been employed by FMSC

- You will be automatically enrolled in the plan at 1% of pay on the first of the month following a 1-month waiting period. You can change or cancel the deferral election at any time.

### Rehire

You have previously been employed by FMSC

- If you were previously employed by FMSC for at least one month, you will be eligible to enroll on your 1st day of employment as administratively possible.

### Newly Eligible

Your employment status changes from PT On-Demand/Casual to PT/FT Regular

- Once you have been an FMSC employee for at least one month, you are immediately eligible to enroll as administratively possible.

## Benefits you receive:

FMSC provides this benefit to help you save a portion of your income for retirement. To encourage saving for retirement, FMSC will contribute up to 4% matching contributions as shown below:

### Contribution

Employee Deferral	Employer Match	Total
1%	1%	2%
2%	2%	4%
3%	3%	6%
4%	3.5%	7.5%
5%	4%	9%
>5%	4%	>9%

# Retirement Plan – 401(k) - Cont'd.

## Plan features:

### You may:

1. Roll over account balances from a prior employer's plan and/or IRA
2. Defer up to 90% of your eligible compensation
3. Elect to contribute pre-tax or post-tax (Roth) deferrals

### Contributions:

1. Your contributions are 100% vested
2. Employer match contributions are 100% vested



## Retirement Plan – 401(k) Contact Information

Pentegra | 866-633-4015

[pentegra.com](http://pentegra.com)

## Paid Sick Time

### Benefits you receive:

Part-time employees accrue 1/30 of an hour of Paid Sick Time for every 1 hour worked, to a maximum of 40 hours per calendar year. Unused Paid Sick Time is carried over from year to year without any limitations on total accumulations; employees may use up to 40 hours per calendar year. See policy in the Employee Handbook for more information.

## Vision Plan

### Who is eligible and when:

Regular employees are eligible to enroll in this plan effective the first day of the month following their date of hire. The plan year runs January 1-December 31.

### Benefits you receive:

Reduce your out-of-pocket expenses for eyeglasses and contact lenses by enrolling in this plan. This is a materials-only plan, meaning that exams are not covered. An exam may be covered under your medical insurance. A snapshot of your in-network vision benefits are shown below.

# Vision Plan - Cont'd.

	In-Network Benefits
<b>Exam</b>	Not covered
<b>Frames</b>	\$0 copay; \$130 allowance, 20% discount over \$130
<b>Lenses:</b> Single Vision, Bi-Focal, Tri-Focal, Lenticular	\$25 copay
<b>Lenses:</b> Progressive (standard) Progressive (premium) Tier 1 Tier 2 Tier 3 Tier 4	\$90 copay \$110 copay \$120 copay \$135 copay \$90 copay, 20% off charge less \$120 allowance
<b>Contact Lenses</b> Conventional Disposable	\$0 copay; \$130 allowance, 15% discount over \$130 \$0 copay, \$130 allowance, plus balance over \$130
<b>Benefit Frequency</b> Lenses or Contact Lenses Frames	12 months 24 months

## Employee Vision contributions:

Vision plan premiums are deducted from your paycheck on a pre-tax basis. These rates are based on 26 per-pay-period deductions each year.

Tier of Coverage	Employee Per Pay Period Premium	Employee Annual Premium
Employee only	\$2.09	\$54.36
Employee + Spouse	\$3.97	\$103.32
Employee + Child(ren)	\$4.18	\$108.72
Family	\$6.15	\$159.84

## Vision Plan Contact Information

EyeMed

866-939-3633

[eyemedvisioncare.com](http://eyemedvisioncare.com)



## FMSC Gear

### Who is eligible and when:

All employees are immediately eligible upon date of hire.

### Benefits you receive:

Employees receive 50% off FMSC T-shirts and \$15 off FMSC sweatshirts sold in our MarketPlace.\*

\*The Donation T-shirt and online purchases are not included.

### FMSC MarketPlace contact information:

763-267-6314

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*This document is a brief summary and is not intended as policy or a complete description of benefits. This document is not a guarantee of benefits and is subject to change at any time. Details are contained in the plan documents which legally govern the operation of the programs. If there is any conflict between this document and any of the plan documents, the plan documents will always govern.*