

Total Rewards Package

Supporting the people who make our community stronger.



**COMMUNITY
FOUNDATION**
OF GREATER FORT WAYNE

Your Total Rewards Package is more than just a paycheck; it encompasses your entire experience at the Foundation. Our Total Rewards Package is rooted in equity, transparency, and market competitiveness. We share salary ranges so every team member understands their pay progression and how their role is evaluated. Salary ranges and benefits are benchmarked annually against industry and local market data to ensure our pay and benefits package remains highly competitive and aligned with the skills and requirements of each position. Below is a brief description of the benefits you will experience at the Community Foundation.



Employee Growth and Development

Team members are encouraged to expand their knowledge, skills, and abilities, and apply learned competencies in their job. The opportunity for growth and development improves the quality of work experiences and allows team members to develop to their full potential. The Foundation invests on average \$11,000 annually in each team member for growth and development opportunities such as:

- Extensive first-year onboarding
- Career development through job-specific and industry-specific training
- Certification opportunities and continuing education requirements
- Tuition reimbursement program
- Coaching, mentoring, and leadership development programs



Work/Life Balance

Where possible, team members may work with their supervisor to establish flexible and/or alternate work schedules that meet both the team member's and Foundation's needs. Depending on a position's requirements, some team members may be eligible for a hybrid in-office and remote work schedule, with three basic guidelines at the center of the Foundation's remote work policy:

- Get your work done
- Be available
- Over-communicate



Sabbatical Leave

The Foundation values long-term achievement and personal wellness by offering a six-week sabbatical leave after 10 years of service. Providing team members with meaningful breaks signals that our team is our most valuable asset and reinforces the importance of wellness and a healthy work-life balance.



Customized Employee Assistance Program (EAP)

The Foundation partners with Crosswinds Corporate Counseling for confidential counseling services that can help with marital concerns, anxiety, stress, grief, trauma, and other concerns that interfere with work or overall well-being. The program provides up to five counseling sessions annually, with the option for up to five additional sessions if the counselor recommends continued visits. Sessions are for team members and members of their immediate household at no cost.

The Foundation supports the team's financial needs with Your Money Line, a financial wellness platform that offers a confidential financial helpline and an online dashboard to address personal finance questions at absolutely no cost to team members.



Community Service

Eligible team members are given 24 hours of paid leave per year to volunteer at qualifying nonprofit organizations.



Medical, Dental, and Vision Coverage

Medical, dental, and vision insurance available to full-time team members with coverage of 90% of the cost for team members and 75% of the cost for dependents and spouse for eligible team members. Coverage for eligible team members begins on the first day of employment.

Medical coverage is provided through a High Deductible Health Plan (deductible of \$3,300 employee or \$6,000 employee + spouse/employee + family), accompanied by a Health Savings Account (HSA). The Foundation provides contributions to employee HSAs as follows:

- \$1,000 per year for individual coverage
- \$2,500 per year for family coverage



Paid Time Off

Paid Time Off (PTO) is based on years of service, starting with four weeks of PTO at the initial January 1 of employment and accumulating up to five weeks after five years of service.



Family Medical Leave

Eligible team members have three paid family medical leave days available upon hire and accrue medical leave benefits at a rate of three days for each full month of employment, accumulating up to 30 days of paid medical leave.



Holidays

The Foundation offers nine paid holidays per year.



Caregiving Leave

Eligible team members have two paid caregiving days available each year. Caregiving leave is the time needed to provide care for yourself or anyone else needing care or caregiving.



Bereavement Leave

The Foundation provides eligible team members a maximum of five days of leave due to the death of immediate family members, and lesser amounts of paid leave days in other circumstances.



Lifestyle Benefits

The Lifestyle Benefit is a wellness-based benefit intended to assist team members with expenses that support a healthy lifestyle and financial well-being. These are non-salary benefits given to team members as a way to improve their overall lifestyle in a way that goes above and beyond standard medical, dental, and vision benefits. Benefits are \$250 per quarter for eligible expenses.



Income Protection

The Foundation offers **short-term** and **long-term disability** coverage, accidental death or bodily injury coverage, and **basic term life insurance coverage** for eligible team members paying 100% of the cost. Team members can purchase supplemental insurance for themselves and family members. Coverage for eligible team member begins on the first day of the month following employment.

Long-term disability coverage provides benefits in the event you are injured or become ill while off the job. Coverage is effective after a 90-day waiting period. The monthly income benefit is an amount equal to 60% of basic monthly pay, with a maximum of \$6,000 per month.



Retirement

A SIMPLE IRA retirement plan is available to eligible team members. The Foundation matches contributions equal to 100% of the team member's contribution, up to 3% of the annual salary. Participation is available on the first day of employment.



Dependent Care FSA (DCFSA)

The Foundation offers pre-tax DCFSAs for team members to pay for eligible dependent care services.



Employee Donor Advised Funds

The Foundation's work centers on helping donors with their charitable giving, often through donor advised funds. In order for team members to experience how a donor advised fund works, the fund minimum of \$10,000 is reduced to \$100 for team members.



Workplace Equity & Belonging

We believe every team member deserves the opportunity to grow, contribute, and thrive. Since 2022, we've partnered with Ellequate to continually strengthen our workplace through equitable policies, leadership development, and a culture of belonging.

Silver Certified Workplace (2024)

Bronze Certified Workplace (2022)

*Benefits described in this overview are effective as of June 2026 and are subject to change. For additional details, contact HR.