

# Colonial Williamsburg

## 2024 Benefits in Brief

**For Employees of  
The Colonial Williamsburg Foundation,  
Colonial Williamsburg Company and Williamsburg Development, Inc.**

*The eligibility requirement for certain elective benefits requires an employee to complete 1,200 hours in a plan year to maintain continued benefit eligibility. Other benefits may require a 1,000-hour minimum.*

### **Health, Dental & Vision Plans**

#### **Initial New-hire Employees' Eligibility**

**Non-bargaining unit employees:** Eligible regular status employees may enroll in elective benefits within 31-days of their first day of employment. New employees' benefits will become effective on the first of the month following 30 days of employment.

**Bargaining unit employees:** Benefits eligible bargaining unit employees may enroll in elective benefits if they worked 288+ hours during the probationary period. Employees will have 31 days to enroll in benefits once their status becomes regular. Benefits will become effective on the first day of the month following the enrollment.

Eligible employees and qualified dependents may enroll in medical and prescription drug coverage. Employees may choose from two plans: Anthem HealthKeepers HMO (health maintenance organization) and Anthem High Deductible Health Plan (HDHP) with Health Savings Account (HSA).

***NOTE:** Please reach out to the benefits team at [benefits@cwf.org](mailto:benefits@cwf.org) if you live and/or physically work out of the state of Virginia for your health coverage option.*

**Employees enrolled in single coverage of the HDHP pay zero dollars plan premium.** Colonial Williamsburg pays a significant portion of the cost of all other premium tiers on all plans. Most employees' contributions are made through payroll deductions on a pre-tax basis.

Eligible employees may choose from **two dental plans:** a basic dental plan, and an enhanced plan. Additionally, employees can elect to enroll in **vision coverage.** Voluntary **Accident and/or Hospital**

**Indemnity Plans** are available to offset any out-of-pocket medical expenses.

#### **Health Savings Account**

Employees enrolled in the HDHP can choose to enroll in a Health Savings Account. This account allows you to save pre-tax dollars to help cover qualified out-of-pocket expenses. The account is portable. Money in it can grow from year to year or it can help employees to cover deductibles, coinsurance, Rx copays, and other qualified expenses. **Colonial Williamsburg contributes funds to employees' HSA accounts.** In 2024, individuals receive up to **\$750**, while those with one or more covered dependents receive up to **\$1,200** per plan year. The HSA employer contribution may be prorated based on plan entry date.

#### **Pension Plan**

Colonial Williamsburg is proud to offer qualified employees access to a pension plan.

**The entire cost of the pension plan is paid by Colonial Williamsburg.** Retirement benefits are based on an employee's length of service and highest earnings over a consecutive five-year period. Employees are vested in the plan after five years of credited service and can elect early retirement at the age of 50 after 10 years of credited service.

#### **401(k) Tax-Deferred Savings Plan and Roth 401(k) Plan**

Employees ages 21 or older may enroll\* in the 401(k) tax-deferred savings plan or a Roth 401(k) plan. The tax-deferred plan is designed to help employees save for retirement by allowing them to put pre-tax money aside through payroll deduction and invest it in a choice of different funds. Taxes on the money contributed and on investment earnings are deferred until withdrawn from the 401(k) account. The Roth 401(k) Plan is an alternative after-tax savings option.

**Colonial Williamsburg matches employee contributions at 25% on the first 4% of employee contributions.** Employees can set aside between 1% and 50% of their wages for retirement up to the annual IRS limit.

*\*NOTE: Newly hired and rehired eligible non-bargaining unit employees will be automatically enrolled in 401(k) tax-deferred savings plan by withholding 4% of their compensation from each paycheck. The automatic deferral amount will increase by 1% annually up to a maximum of 15% of compensation unless the employee designates otherwise under salary deferral elections.*

### **Wellness Program**

Colonial Williamsburg considers wellness to be a vital part of the overall benefits program. All regular status employees are eligible to join Virgin Pulse Wellness Program. Employees are invited to set, track, and monitor their personal health goals and participate in various challenges. **Employees can earn up to \$600 in Pulse Cash annually.**

**NOOM**, a psychology-based weight management solution, is now available to eligible employees through Virgin Pulse as well.

### **Medical Flexible Spending Account**

The Medical Spending Account allows employees to use pre-tax wages to pay for qualified out-of-pocket medical expenses not covered by health insurance plans. Employees estimate how much to set aside for things like glasses, orthodontia, copayments for doctors' visits, prescription drugs and other expenses and must spend the money by year's end.

### **Dependent Care Flexible Spending Account**

The Dependent Care Spending Account allows employees to use pre-tax wages to pay for dependent care while they are at work. A legal dependent is a child under 12 years of age or younger or any other person who is not self-sufficient, lives in the employee's home, and may be claimed as a dependent for taxes.

### **Employee Assistance Program**

This program is available to all employees and is intended to provide completely confidential and professional assistance to employees who want help with personal problems. Services include counseling through Talkspace, phone or in person, legal consultation, financial consultation, emotional well-being resources, dependent care and daily living

resources, ID recovery, and more. These services can be accessed through the web, app, or phone.

### **Life Insurance and Accidental Death and Dismemberment Insurance**

Colonial Williamsburg provides **basic life insurance at no cost** to each regular status employee. Employees are insured on the first of the month following 30 days of employment. Eligible employees may purchase additional coverage from one time to three times their annual salary. The cost per \$1,000 of coverage is based on age. The employee's share of the cost is made through payroll deduction on a pretax basis. An equal amount of Accidental Death and Dismemberment (AD&D) Insurance coverage is also provided at no cost to regular status employees. Eligible employees may purchase \$25,000 or \$50,000 in spousal life and/or \$15,000 in dependent life insurance coverage.

### **Holidays**

Employees enjoy up to **11 paid holidays**. These include New Year's Day, Martin Luther King Jr.'s Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day and Employee's Birthday (bargaining unit employees only).

### **Vacation**

Regular employees accrue vacation benefits from date of hire. The amount of vacation earned is based on hours worked and length of service. The annual amount of paid vacation time for non-bargaining unit employees **starts at 3 weeks and can grow up to 5 weeks**. The amount of paid vacation time for bargaining unit employees starts at **2 weeks and can grow up to 4 weeks**.

### **Sick Pay**

Regular employees accrue sick pay from date of hire. The number of sick pay hours earned is based on hours worked and length of service for non-bargaining unit employees. Bargaining unit employees earn 4 sick hours per month.

### **Service Vacation**

Upon reaching specific service anniversaries, employees may qualify for a one-time service vacation. This may be taken in cash or as paid time off and it can vary **from 5 days up to 25 additional days**.

### **Other Time Off**

Colonial Williamsburg supports employees in times of special need by making available time off for education, family, military service, medical needs, and more. This includes up to **6 weeks of paid parental leave** (for non-

bargaining unit employees), and **3 days of paid bereavement**.

### **Workers' Compensation**

In the event of on-the-job accidents or occupational diseases, disability benefits are provided to all employees as specified in the Virginia Workers' Compensation Act.

### **Short-Term Disability**

Eligible employees can enroll in short-term disability benefit. The coverage begins on the latter of the first day of injury or illness or exhaustion of the sick hours and lasts up to 26 weeks.

### **Long-Term Disability**

Eligible employees who become totally disabled may apply for a disability benefit to receive part of their regular income, to assist with medical and personal needs.

### **Accident Business Travel Insurance**

Employees traveling on official Foundation's business are covered by the accident business travel insurance.

### **Educational Assistance Program**

With the prior approval of a manager, Colonial Williamsburg may **pay tuition costs in advance** for job-related courses, seminars, and workshops.

### **529 College Savings Plan**

Employees have the option to start saving in the Vanguard 529 College Savings Plan via the Vanguard online portal.

### **Public Service Loan Forgiveness**

The Foundation qualifies as a public service organization to help you qualify for this student loan forgiveness program (federal direct loan).

For more information, visit the Federal Student Aid website: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

### **College Degree Program**

The Foundation will pay tuition costs and student fees to benefit eligible regular employees who

successfully complete courses in a special associates degree program at Virginia Peninsula Community College.

### **Legal Resources**

Employees can choose to enroll in the legal services program. This coverage provides you access to thousands of attorneys for everything from writing a will, to traffic violation or family court, to purchasing a home, and more. Although typical attorney rates can reach upwards of \$400 per hour, employees have access to these services for a nominal fee payroll deduction.

### **Credit Union**

Employees of Colonial Williamsburg may join 1st Advantage Federal Credit Union. This is a nonprofit financial institution. 1st Advantage Federal Credit Union offers free budget, credit, and debt counseling.

### **Colonial Williamsburg Dependent Passes and Free Tickets**

Dependent passes are issued to employees' qualified dependents. The pass admits the holder to Colonial Williamsburg exhibition sites, buses, films, and lectures. Employees' children under the age of 6 are admitted free to these activities when accompanied by an adult with a pass. Eligible retired employees receive lifetime passes. Active regular status employees also receive 10 single day tickets and casual employees 5 single day tickets for family and friends.

### **Revolutionary Rewards Discount Program**

Employees are eligible to receive discounts at Colonial Williamsburg retail stores, on admission tickets, at selected Colonial Williamsburg restaurants, Spa services, hotel rooms, golf, and more. Employees, retirees, volunteers, and dependents might also be eligible for additional discounts to local restaurants and attractions, stores, T-Mobile, and on services like financial planning, childcare, and more. It is recommended that employees ask the vendor about the discount before making a purchase. Employees should be prepared to present their ID. For more information, please refer to the Revolutionary Rewards document located on the intranet.

*Bargaining Unit benefits are mandated by the Collective Bargaining Agreement and may differ from those listed. There are slight variations to these benefits in some work units. Check with your manager for more details. The Foundation hopes and expects to continue each plan indefinitely, but it retains the unilateral right to terminate, suspend, withdraw, amend, or modify any plan, covering any active employee or current or future retiree, in whole or in part at any time and from time to time. For more information about Colonial Williamsburg, visit our website: [www.colonialwilliamsburg.org](http://www.colonialwilliamsburg.org).*

For questions, please reach out to the Benefits Team at [benefits@cdf.org](mailto:benefits@cdf.org).

*This document includes only brief summaries of the plans' provisions. Every attempt has been made to make this brochure accurate. If the terms of this summary and the plan document conflict in any way, the plan document shall prevail.*

*Vs. 1/3/2024*