

660 Mason Ridge Center Drive, St. Louis, MO 63141

January 2015

Benefits Package

Lutheran Hour Ministries provides employee benefits through Concordia Plan Services (www.concordiaplans.org). The following package of benefits is available to full-time employees, and includes medical and dental coverage, disability and death benefit, a defined benefit pension plan, and a contribution for a 403(b) plan.

1. **Concordia Health Plan**--Medical and dental coverage will be provided for enrolled workers and dependents as per our policy. Currently, LHM employees are provided with a high deductible health plan (CHP Option Choice 1500) coverage at 100% (75% for enrolled dependents), but the employee may choose to pay the difference in premium to elect the alternative: CHP Option Select 500. Each is a Preferred Provider Organization (PPO) plan offering both network care and out-of-network benefits.
2. **Concordia Disability and Survivor Plan**
 - A. Long- and Short-term disability program
 - B. Lump sum death benefit
3. **Concordia Retirement Plan**
 - A. Defined-benefit pension plan.
 - B. Vesting requires five years in plan.
4. **Concordia Retirement Savings Plan—403 (b) plan**

Lutheran Hour Ministries makes a salary contribution of \$50.00 per month for this tax-deferred program, which is a retirement savings vehicle. Employees can choose to invest up to the legal limit of their annual gross compensation.

5. **Vacation** is earned at the rate of 10 days (2 weeks) per year. This earning rate increases with service to Lutheran Hour Ministries according to our policy (15 days at five years, 20 days at ten years, and 25 days at fifteen years.) Previous work in an LCMS organization is recognized as creditable service for vacation purposes. Division Directors with at least five years of LCMS service earn 25 days (5 weeks) of vacation.
6. **Holidays** – LHM provides 9 paid annual holidays to full time staff, plus two personal days to be chosen by the employee
7. **Personal Spending Accounts**
 - A. The flexible spending account (FSA) provides an opportunity to save the worker substantially on taxes by allowing payroll funds to be set aside to pay for eligible out-of-pocket medical and child care expenses. It is also known as a Section 125 plan or cafeteria plan.
 - B. For workers enrolling in the high deductible health plan option, a health savings account (HSA) is offered to allow for pre-tax contributions for eligible out-of-pocket medical expenses.
8. **Sick Leave** – Up to 10 days per year, can carry a balance up to 800 hours.

Note: Vacation, holiday, and sick leave accruals will be pro-rated for employees working a regular schedule of less than 40 hours but more than 20 hours per week.

Benefits for part time staff (working under 20 hours per week):

Vacation is earned at the rate of one hour for every 24 hours worked.