



Employee Benefits and Structure

TIER SUMMARY

TIER 1 - EXECUTIVE

Executive Director, Camp Director

- Health: Per NRC Code
- Cell: \$50/month stipend
- Retirement (403b): Per NRC Code
- Life Insurance: Per NRC Code
- Short-term Disability: Per NRC Code
- Long-term Disability: Per NRC Code
- Employee - Education Stipend: Per NRC Code
- Child - Education Stipend: Per NRC Code
- Child - Camp Tuition: 100%, all children
- Child - Summer childcare: 100%, all children

TIER 2 - DIRECTOR

Camp Life Director, Finance Director, Operations & Retreats Director, Development Director

- Health: 80% or \$400/month reimbursement
- Cell: \$50/month stipend
- Retirement (403b): Begins at 5% employer match
- Employee - Education Stipend: \$500/year
- Child - Camp Tuition: 100%, all children
- Child - Summer childcare: 100%, all children

TIER 3 - MANAGER

Ranch Manager, Program Manager

- Health: 80% or \$400/month reimbursement
- Retirement (403b): Begins at 3% employer match
- Employee - Education Stipend: \$250/year
- Child - Camp Tuition: 50%, all children
- Child - Summer childcare: 100%, all children

TIER 4 - COORDINATOR

Digital Marketing Coordinator, Program Coordinator, Officer or Development Coordinator

- Health: 80% or \$400/month reimbursement
- Retirement (403b): Eligible for sign up, but not match
- Employee - Education Stipend: \$250/year
- Child - Camp Tuition: 50%, all children

TIER 5 - PART-TIME

Community Engagement*, Registrar*, Bookkeeper*, Office or Development Assistant, Technology, Maintenance

- Retirement (403b): Eligible for sign up, but not match
- Child - Camp Tuition (Only for * positions above): 50%, all children

TIER 6 - Limited Part-time

- Less than 5 hours per week
- Seasonal, Contract Workers (1099), and all other employees not specifically listed above
- No benefits beyond general coverage under workers compensation plan

TIER ADVANCEMENT

- Full-time employees who begin in tier 4 are eligible for tier 3 benefits after (24) consecutive months in same position and tier 2 benefits after (48) consecutive months
- Full-time employees who begin in tier 3 are eligible for tier 2 benefits after (24) consecutive months in same position
- Full-time employees in tier 2 are eligible for 1% increase in employer retirement (403b) match up to 8%, each year after (24) consecutive months with organization

DETAILS

Employment

All employees of the organization have a letter of agreement, not a binding contract and all employees are “at will” employees.

Pay Schedule

- Full-time and part-time employees working year-round for the organization will be paid the first Friday of each month for work completed in the previous month
- All employees working year-round for the organization are eligible for payroll direct deposit (Summer/Seasonal/Contractor workers are not eligible currently)
- Contract Workers (1099) will be paid within 30 days of completing their work with the organization via paper check
- Summer employees will follow the Summer Staff handbook for pay scale and payroll schedule

Health Insurance

- Employees must provide their own health insurance coverage, and this is a requirement for all full-time and summer employees of the organization, AND for part-time or contractor workers required to be in-residence on our ranch. Proof of insurance is required to be submitted annually to the FD or designee for all required employees.
- The organization agrees to offset 80% (up to \$400 maximum) per month for out-of-pocket health insurance premiums costs for eligible employees. This may be applied to both individual or family health care plans and is not limited to only health care, this can apply to health care, vision, and dental insurance
- Proper receipts must be submitted annually to the FD or designee for proof of insurance and overall premium costs
- This will be added as a monthly reimbursement to your paycheck
- This benefit begins immediately for eligible employees upon start date, once proper receipt submittal to FD or designee by new employee

Cell Phone

- If eligible, this benefit will be added as a stipend to your monthly paycheck with no requirement for receipt and begins immediately for eligible employees upon start date

Retirement (403b)

- Full-time and part-time employees working year-round for the organization are eligible to sign up for the Joint Retirement Board for the Conservative Movement (<http://www.jrbcj.org/>). This is a 403b retirement account and you can learn more about the advantages of a 403b retirement account here.
- Certain employees are eligible for an employer match and the percentage match listed in the benefits structure chart is based on percentage of base salary
- Tier 3 employees are eligible for up to 3% employer match, Tier 2 employees eligibility begins at 5% employer match, and after 24-months of consecutive work, a 1% employer match increase per year up to 8% employer match for Tier 2 employees
- Eligible employees may receive an employer match based on the employees own contribution to the 403b account. For example, if you are eligible for a 3% match but only contribute 2% monthly, the organization will only contribute 2% monthly as the match
- Employees contribution must be documented annually to the FD or designee to calculate the employer match

Life Insurance

- Eligible employees may receive reimbursement costs towards Life Insurance
- Proper receipts must be submitted annually to the FD or designee for proof of insurance and premium costs
- This will be added to your final paycheck of the fiscal year (September)
- This benefit begins immediately for eligible employees upon start date, once proper receipt submittal to FD or designee by new employee

Short-term and Long-term Disability

- Further defined by the National Ramah Commission Directors Code, see document for reference

Employee – Education Stipend

- Full-time and part-time employees working year-round for the organization are eligible for an educational stipend each fiscal year
- To receive reimbursement, prior to enrollment, employees must submit to their supervisor rationale behind why they believe the educational opportunity will further their career, and written approval from supervisor must be submitted to FD or designee before reimbursement will be issued
- Proper receipts must be submitted after each course to the FD or designee to receive reimbursement
- The reimbursement will be added to the next monthly paycheck

Child – Education Stipend

- Further defined by the National Ramah Commission Directors Code, see document for reference

Child – Camp Tuition

- Full-time and part-time employees working year-round for the organization are eligible for camper tuition assistance, if you have children who are eligible to attend Camp Ramah in the Rockies
- This is not considered part of your taxable compensation or benefits, and tuition assistance will be applied to your camper application via the camper registration portal as a revenue offset for camp

Child – Summer childcare

- Eligible employees who are required by their letter of agreement to be in-residence full-time during the summer may receive 100% of child care costs covered during normal business hours (approximately 8am to 6pm)
- This is for children not yet eligible to attend camp
- At this time Ramah in the Rockies cannot guarantee family housing for all eligible employees and so this benefit is subject to annual approval by the Executive Director/Camp Director

Dogs on property

- While our organization supports the presence of well-behaved dogs, allowing dogs on property comes with several additional requirements, both for the dog and dog owners including proof of vaccines, a waiver, restricted access to some areas/buildings onsite, and appropriate behavior always
- Everyone who brings a dog on property (for the day or overnight) must submit a completed Dog Waiver to OD before the dog is allowed out of the vehicle or off leash

- All dogs on property must be fully vaccinated and a proof of vaccination from a veterinarian must be provided annually to the OD prior to dog's arrival onsite
- All dog owners understand the dog's stay at camp is at the discretion of Executive Director or designee. Dog(s) must contribute positively to the community and staff/visitors must follow all policies regarding dogs onsite. If the Executive Director or designee determines that a dog is detrimental to the community, the dog must be immediately contained until their removal from site at the earliest opportunity.
- Permission to keep a dog at camp can be revoked at any time by the Executive Director or designee

Time Off/Sick Time

- Paid time-off (Vacation): Take the time you need to be as productive as possible. You must take vacation/days off to deal with personal life. Get your work done and have fun!
- Employees seeking five (5) or more business days off in row must have prior written approval from their supervisor at least (2) months in advance
- Paid sick-time: Liberal policy to take the time you need, but there is a point at which you will not be able to continue with our organization if you need extended time off
- Full-time and part-time employees working year-round for the organization are eligible for paid-time off for all Jewish holidays and U.S Federal Holidays except for holidays that occur during programming seasons for those required to be in-residence

Parental Leave

- Full-time employees working year-round for the organization are eligible for paid parental leave after employment with our organization for at least six consecutive months
- The employee must also meet one of the following criteria:
 - Have given birth to a child; or
 - Be a spouse or committed partner of a person who has given birth to a child; or
 - Have adopted a child who is 17 years old or younger
- Eligible employees can receive the following paid-time off:
 - All new parents are eligible for 4-weeks full-time paid leave after six consecutive months with the organization
 - All new parents are eligible for an additional week of full-time paid leave after 36-consecutive months (i.e. 5-weeks total) with the organization and another additional week of full-time paid leave after 60-consecutive months (i.e. 6-weeks total) with the organization
 - In addition to the full-time paid leave listed above, all new parents are eligible for 2-weeks of part-time transition back to work at full pay following their extend time off
 - Pregnant employees are eligible for an additional 4-weeks of full-time paid pregnancy-related/medical leave for pregnancy and childbirth
 - (For example, a pregnant employee can receive 8-weeks of full-time leave after childbirth, and 2-weeks part-time leave for transition back to work at full pay for the entire 10 weeks)

- Employees under the Family and Medical Leave Act (FMLA) can receive 12-weeks of unpaid time off after becoming a new parent, and should you need to take additional off beyond what is listed above up to 12-weeks, our organization will work with you under the guidelines of FMLA
- Time does not need to be taken immediately but within the first 12-months of a new child entering your family and time does not need to be consecutive in nature
- Employees must notify their supervisor and FD in writing at least (2) months prior to taking paid-time off under this parental leave policy

Travel

- All reasonable work-related travel expenses will be covered including economy airline, rental car, and hotel with prior approval from supervisor
- Employees may use their credit card while traveling for meals and each employee is allotted \$10-15 per meal with no alcoholic beverages allowed
- All travel receipts must be submitted electronically within 48-72 hours after each trip to the Bookkeeper and FD
- For employees listed as “Office” under location on the benefit structure chart, gas to/from the Ramah ranch will be covered on each site visit
- For employees listed as “Site” under location on the benefits structure chart, no gas or vehicle expense will be covered to/from the Ramah ranch
- Employees assume the risk and wear/tear of driving a personal vehicle for organizational business, including to/from the Ramah ranch
- For employees who choose to live out of state but are required to be in-residence full-time during a program season, the organization does not cover travel related expenses to the property
- The organization does not cover any travel expenses for partners or families currently for any reason

Reimbursements

- Most full-time and part-time employees working year-round for the organization possess an organizational credit card
- For job-related expenses and when you have prior approval from your supervisor, you should use your credit card and submit the receipts appropriately within 48-72 hours after a purchase to the Bookkeeper and FD
- However, we recognize that sometimes the credit card is denied or does not work when you are trying to make a purchase and so we offer reimbursements in the following manner:
 - All reimbursements require prior written (email is acceptable) approval from a supervisor before reimbursement is issued
 - Proper receipts must be submitted within 7 days of making the purchase to the FD to receive reimbursement
 - All the reimbursement will be added to the next monthly paycheck

Additional Stipends

One-time Relocation Stipend

- New full-time employees moving from outside the state of Colorado to Colorado as a requirement of the job are eligible for a one-time relocation stipend of \$1,500.00
- Proper receipts must be submitted within 30 days of moving to the FD to receive reimbursement
- The reimbursement will be added to your next monthly paycheck

Computer/Laptop Stipend:

- Full-time employees are eligible for a \$600.00 stipend to purchase a laptop once every (3) years employed with the organization

Swag/Clothing:

- Full-time and part-time employees working year-round for the organization are eligible up to \$75.00 in free swag each fiscal year