

Augsburg Fortress

PUBLISHERS

Benefits Overview 2025

Eligibility: Part-Time Regular Employees working 20-29 Hours per Week

Begin: The first of the month following 30 days of employment. If the first workday of the month falls on a regularly scheduled holiday or a weekend, benefits will begin the first of the month following.

403(b) Retirement Savings Plan

Principal Financial Services, Inc.

To enroll in the plan, you must be 21. New employees are automatically enrolled at a 6% deduction starting the first payroll after 30 days. You can change your deferrals anytime. In 2024, contributions can range from 1% to 100% of your compensation, up to the IRS limit of \$23,000. Those aged 50 or older can make an additional \$7,500 in catch-up contributions. For every \$1 you contribute, Augsburg Fortress Publishers matches \$0.50, up to 6%. Employer contributions are 100% vested from the start.

Parking Reimbursement Account

Employees can elect to set aside up to \$325 in pre-tax dollars per month, with the amount withheld equally from 24 paychecks

Transit Pass Benefit

Metro Transit

Metro Transit allows employees to use pre-tax dollars for a monthly MetroPass or Stored Value cards. MetroPass costs \$83 per month for unlimited bus and rail use, while Go-To Stored Value cards can be purchased in \$10 increments.

Paid Time Off

Company Holidays

The office is closed for 11 company holidays each year, during which employees receive paid time off.

Vacation Days:

All part-time employees with <5 years of service accrue 5.7 hours per month, up to max of 280 hours. All part-time employees with 5+ years of service accrue 7.35 hours per month, up to max of 280 hours.

Volunteer Day:

Augsburg Fortress Publishers acknowledge that community issues impact our organization's success. As a result, regular part-time employees are allowed to be paid one half-day each year for volunteer activities.

Employee Assistance Program (EAP)

HealthPartners Employee Assistance Program (EAP) is a proven strategy for assisting employees and their families with personal and work-related problems, difficulties and concerns which can and do affect their work performance. Augsburg Fortress Publishers' EAP partner can be reached by phone, text or online.

Well-Being Offerings

Augsburg Fortress Publishers promotes a culture of wellbeing for all employees and sponsors a variety of activities throughout the year. Principal, our retirement plan platform provides a variety of financial tools.

Employee Purchase Privileges

All Augsburg Fortress Publishers employees are eligible to receive a 50 percent discount and free shipping on purchases of Augsburg Fortress Publishers products only.

This sheet is intended to provide a summary of each of the benefit plans. Although care was taken to correctly describe these plans, you should consult the actual certificate of coverage for full details.