

Benefits at PAVE

Last updated: August 2024

PAVE strives to be an attractive employer and a great place to work. As we are now six years old, we are working to codify our talent recruitment and retention strategy, as we move from [start-up to sustainability](#).

Our staff do this work together with our parent leaders, at the times and in the ways that work best for the families who are advocating for children in their limited spare time. That can mean work in the evenings and on weekends, and being flexible around our work to respond to parent needs, concerns, and opportunities.

As we say at PAVE, “We are all organizers!” But we also know that organizing requires a tremendous amount of vulnerability, commitment, and passion. To ensure that our staff have all the tools, resources, and fuel that they need to do this work with families, we provide a number of generous benefits that support equity. PAVE is also committed to supporting parents (both in our network and on our staff) and offers a number of family-friendly benefits to employees, as we are a parent-focused organization.

Medical, Dental, and Vision Benefits and Insurance

- **Health Coverage** - PAVE offers a variety of medical (United), dental (Aetna, Delta, Guardian) and vision (VSP) plans through our PEO, [TriNet](#). In the past few years, health care costs have risen by several percentage points annually. Since it is important to PAVE that staff have quality health care at an affordable cost, PAVE has fully absorbed these increase. Plans are covered up to these amounts monthly for full-time employees:

	2024 Contributions (Employee)	2024 Contributions (Family)	2023 Contributions (Employee)	2023 Contributions (Family)
Medical	\$1013	\$2040.50	\$970	\$1995
Dental	\$71.14*	\$150.11	\$75.52	\$158.02
Vision	\$9.20*	\$20.35	\$9.70	\$21.45

*Decrease in 2024 Vision and Dental contributions are due to a decrease in the cost for the top plan offered by TriNet.

- **Employee Coverage of \$1,013 per month or \$12,156 per year:** PAVE covers 100% of the coverage at no cost to the employee for the following employee-only plans: **Medical** - UHC Choice+ Mid Atlantic 500; **Dental** - Delta Dental 0; **Vision** - VSP Vision Plus
- **Family Coverage of \$2040.50 per month or \$24,486 per year:** PAVE covers 100% of the employee cost (\$1013) plus 50% of the additional cost for family (\$558.57) for the following Family Plans: **Medical** - UHC Choice+ Mid Atlantic 500; **Dental** - Delta Dental 0; **Vision** - VSP Vision Plus
 - The remaining cost to the employee for a family plan is \$6,702.84 per year.
- Health coverage begins on the first day of employment.
- Employees can also self-contribute to an annual **Flexible Spending Account** through Trinet, up to the IRS-allowed maximum of \$3,200 for an individual or \$5,000 for dependent care.
- **One Medical** - all PAVE employees (and spouses/dependents) receive a fully sponsored membership to One Medical, a concierge medical provider that provides convenient and fast appointments, 24/7 virtual health through their app, easy COVID-19 testing, physicals, immunizations, and a variety of other services. Multiple locations around DC.
- **Additional Insurance** - Employees receive a \$50,000 Basic Life & AD&D insurance policy paid for by PAVE. Short- and Long-Term Disability Insurance coverage for two-thirds of an employee's salary is also paid for by PAVE.
- **Voluntary Insurance** - Employees may purchase *additional* voluntary insurance (Life, AD&D, Pet, Home, Auto, Legal, etc.) at cost to them through various providers (including MetLife, Aflac, Chubb, and Farmer's).

Financial Benefits

- **Retirement** – Through TriNet, PAVE offers a variety of retirement portfolio options with Empower, and offers up to a 4% match for employee contributions to their 401(k). All contributions are 100% vested immediately. Part-time employees are also eligible to participate in PAVE's 401(k) plan. Employees may enroll in their 401k after receiving their first paycheck and will begin receiving the employer match upon plan enrollment.
- **Cell Phone & WiFi reimbursement** - PAVE employees receive a monthly reimbursement of up to \$50 each for their cell phone and WiFi expenses.
- **NEW UPDATE*** Office Transportation** – PAVE reimburses up to \$150 per month of parking in the office building garage (Colonial Garage at 1400 16th St only) OR public

transportation between the office and your home. Starting January 1, 2024 mileage and rideshares between the office and your home will not be eligible for reimbursement. Transportation between the office and meetings remains fully reimbursable per the guidelines in the below section.

- **Meeting Transportation** - Since much of the work is in the community, many staff members spend time out of the office in relationship with parent leaders and other stakeholders. We reimburse up to \$150 per month of rideshares, taxis, Metro, bike share, mileage (at the IRS rate), and other modes of public transportation to and from any meetings with parent leaders or partners.
- **Student Loans** - To ensure that working at our non-profit is not a barrier for Black and low-income families, [who are shouldering our country's largest student debt burden](#), annually, PAVE provides employees with at least 1 year of tenure as of December 1st a tax-free reimbursement for their student loans up to \$5,250 each year. Proof of payment is collected in early December and reimbursements are paid out in the final paycheck of the year.

Time Off

- **Paid Time Off** - PAVE employees receive 12 PTO days per year for Individual Contributors and Frontline Managers, 15 days for Directors, and 20 days for Senior Leaders. Employees' PTO accrual increases after multiple years of service up to a total 20 days.
- **Federal and Company Holidays** - PAVE observes federal holidays and a number of additional company holidays and breaks, providing an additional 30 days or more days off per year.
- **Paid Parental Leave** - full- and part-time PAVE employees receive paid parental leave of 12 weeks upon employment. Employees on paid parental leave receive 100% of their regular pay less any short-term disability or DC paid family leave benefits.

Other Benefits

- **Professional Development** - PAVE is a learning organization. We learn daily from and with our parent leaders. And we learn daily from and with each other. We also believe in providing opportunities for PAVE employees to grow their management and technical skills outside of the organization and bring those learnings back to the team in order to make our work even stronger for families.

- After six months of employment, all staff are registered to attend The Management Center courses paid for by PAVE.
- PAVE employees with at least 1 year of tenure have an annual professional development budget of \$1500 for courses, classes, and certifications that further their skills in line with their role at PAVE. PAVE has made exceptions to the budget cap and staff have attended such programs as the Harvard Kennedy School's *Leadership, Organizing and Action: Leading Change* course.
- PAVE Directors and above are provided long-term executive coaching through an external consultant.
- **Food and Fun** - At PAVE, we believe in making sure we see joy in all aspects of our work - for parent leaders and staff. That means, we believe in people having good food, good drinks, good music, and good times together!
 - **Meal Reimbursement** - PAVE employees are provided a meal reimbursement of up to \$50 per person for all virtual meetings over 2 hours, any 2-hour in-person or virtual meetings over the lunch break (12 - 2pm), and virtual meetings outside of normal work hours from 9am - 5pm. All in-person meetings with parent leaders and longer staff meetings have food provided.
 - **Team Outings** - Staff are provided with an up to \$50 per person monthly reimbursement for team gatherings (happy hours, breakfasts, etc). PAVE also regularly hosts all-staff activities outside of work (happy hours, sporting events, holiday gatherings).
 - **Team Meetings** - Large team meetings (i.e. All Staff) always come with food and teams rotate identifying food options to ensure the choices are equitable (and delicious!) and cover a range of tastes, cuisines, and cultures.
 - **Staff Outings** – In addition to food provided at all weekly team meetings and monthly All Staff Meetings, PAVE staff go out to lunch once a month at a restaurant in DC.
 - **Snacks** - The PAVE office is kept well-stocked with snacks based on staff preference and request!
- **Flexible Work From Home** - PAVE employees are not required to be in the office every day and should work with their manager to agree on an in-office schedule that works for their department's needs. While we have flexible work from home, remote work is harder given our in-person interactions with Parent Leaders so we allow up to two days of remote work in a row with approval by a manager.

- **Convenient Location & Pre-Tax Commuter Benefit** - PAVE's offices in Shaw are located directly above the Shaw/Howard U Metro Station and along a number of city bus routes, making accessing the office convenient. Employees can also set aside up to \$270 per month tax-free into a commuter benefits account through TriNet to cover public transit or parking costs.
- **Mental Wellness Supports** - At PAVE, as is true in all organizing, we are often sharing stories with our parent leaders and with each other. Processing our own lived experiences and those of the people we love and work with is both rewarding and challenging. To support our staff in not only their physical but also their mental health, we provide the following mental wellness benefit:
 - **Employee Assistance Program** - all PAVE employees have 24/7 phone access to an EAP program through TriNet at 888-893-5893.

Future Benefits (currently under exploration)

- Home purchase down payment assistance in our target Wards (1, 4, 5, 6, 7, and 8)
- Childcare benefit (subsidy for childcare, tutoring, camp, etc.)
- Fertility / family planning benefit
- Physical wellness / fitness benefit (gym membership, etc.)
- Additional mental wellness benefit (Calm, Headspace, TalkSpace memberships, etc.)
- Entertainment benefit