

ASMI Employment Benefits / Policies

Current as of 5-01-2021. Benefits may be changed or eliminated at ASMI's discretion. Specific benefits packages are arranged for each individual based on eligibility and circumstances when joining ASMI. Unless otherwise noted, arrangements are discussed only with the ASMI President

Benefit	Policy	Notes
COMPENSATION		
Salary	Competitive in D.C. association management market.	Annual adjustments based on employee evaluations.
Bonus	Performance-based bonuses are given at year-end, and occasionally for special rewards during the year.	Calculated at the end of ASMI's fiscal year depending on corporate fiscal performance.
Overtime	Compensation for overtime is in the form of day(s) off with prior planning and approval. It is NOT taken hour for hour. See separate "ASMI Compensatory Time Policy."	ASMI recognizes time spent on client service and encourages time off when appropriate to maintain a personal/professional life balance.
RETIREMENT SAVINGS PLAN		
Pension - 401(k)	\$1.00 contribution for every \$1.00 saved by employee (5% match for 5%). (\$19,500 is maximum employee share of 401(k) contribution allowed by law for those under age 50, and an additional \$6,500 is allowed for those over age 50.)	Employee must have worked at ASMI 12 months prior to entering the plan on either January 1 or July 1. Employee must be at least 21. The vesting schedule is according a six-year graded standard.
Investment Counseling	As part of the retirement plan services, ASMI makes available to its employees at no charge a professional investment advisor to help determine personal investment strategies.	UBS, Inc. employs the advisor.
HEALTH & WELLNESS		
Health Insurance	ASMI pays 67% of the coverage cost for single plans, and 50% of the coverage cost for family plans. Employee portion is paid pre-tax. Blue Cross/Blue Shield HealthyBlue Plan with HMO and PPO options.	Coverage begins on the first day of the month after 90 days of employment.
Life Insurance	Coverage is \$50,000; the plan includes a double indemnity for accidental death.	Begins after six months of employment. Employee may enhance the basic coverage.
Disability Insurance	Beginning on the 91 st day of Disability in the first 180 days after the date in which you become Disabled, 60% of Pre-disability Earnings, not to exceed a monthly amount of \$6,000. Maximum benefit period is determined by age.	Begins after six months of employment and continues to Social Security Normal Retirement Age for those 61 or younger; for those over 62, the benefit period ranges 1 to 3.5 years according to age.
Wellness Program	ASMI sponsors optional health and fitness activities in recognition of the importance of a healthy workforce.	A volunteer ASMI committee organizes fun activities such as 30-day fitness challenges, daily group mini exercise breaks and outings.
LEARNING & PROFESSIONAL DEVELOPMENT		
Continuing Education and Training	Employees are encouraged to participate in continuing education and training offerings in association management.	ASMI's accreditation audit findings note that ASMI invests more in workforce development than any other accredited AMC. All fees, travel and time off are paid 100% by ASMI for approved training.

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Professional Development	ASMI invests in credentialing its workforce including the Qualified Association Specialist, Certified Meeting Planner, Certified Exhibit Manager, Certified Association Executive, The Social Media Business Equation Certification and others.	All fees, travel and time off are paid 100% by ASMI for approved credentials relevant to the employee's roles. Employee agrees to reimburse ASMI per the policy if minimum employment duration is not met.
Mentor Services	Each new employee joins the ASMI team via a year-long on-boarding program to ensure proper orientation to client service procedures and transition into the assigned roles and responsibilities.	In addition to the on-boarding buddy, ASMI senior executives take an active role in the development of each member of the staff. Supervisors work on annual, personal performance plans tied to both individual career as well as ASMI client goals.

ADDITIONAL BENEFITS

Vacation	1 st calendar year: up to 6 days, pro-rated, depending on hire date <u>2nd-5th calendar years</u> : 10 days <u>6th-10th calendar years</u> : 15 days <u>thereafter</u> : 20 days	Non-paid vacation during first 6 months of employment may be discussed. No carry-overs or pay for unused time; ASMI has a "use it or lose it" policy; see separate policy. Vacation and other time off must be scheduled and approved in advance. Notification to supervisors must be given for unplanned absences.
Holidays	10 days per year (typically includes 2 days each at Thanksgiving and Christmas). ASMI recognizes a diversity of religions among our workforce and individuals choose to work and to take off on dates based on their beliefs within the holiday schedule.	See separate annual holidays memo.
Sick Leave	Paid leave accrues at 5 hours per month for each calendar year, no carry-over.	If you are ill, stay home and seek medical attention. Do not take sick leave unless you are sick. Sick days may not be used for vacation or other paid time off.
Maternity Leave	Personnel may use 7.5 days of sick leave plus earned vacation as maternity leave.	Additional unpaid leave may be arranged.
Inclement Weather	Working at home is acceptable when approved by your supervisor. If you are absent and do not work at home, the day will be treated as unpaid leave, or you may use a vacation day.	Each employee should make his/her own decision in determining whether it is safe to travel to work. Employees can be picked up by ASMI colleagues in 4-wheel-drive vehicles at Metro stops within close range of the office.
Parking	Free	
Equipment	Apple Store	ASMI has a corporate account with Apple and employees qualify for its annual discount, 5-10% depending on ASMI annual IT replacement volume.

