

BUILD continually looks for ways to acknowledge the hard work of our dedicated staff. Our goal is to provide a compensation package that is competitive in the marketplace and addresses the needs of the staff, all while respecting the resources of the organization. Our compensation package is more than salary alone:



**Compensation**  
Salary + Bonus



**Insurance Benefits**



**Retirement Benefits**



**Time Benefits**  
Vacation, Holidays, Etc.



**Additional Perks**

## COMPENSATION

- \* BUILD offers competitive salaries. We utilize outside survey data to align current salaries, and we are pleased to say that we align nicely with comparative industry data.
- \* BUILD ties performance to merit increases and bonuses. Each staff person is evaluated in July through a formal review process. Eligibility for merit increases and/or bonus is based on overall annual review scores (and is subject to BUILD meeting its fundraising goals).

Review Score	Merit/Bonus Amount
0 – 2.99	No merit increase or bonus
3 – 3.24	3% merit increase
3.25 – 3.49	3% merit increase + 3% bonus
3.5 – 5	3% merit increase + 6% bonus

*\*Start date must be on or before Jan 1<sup>st</sup> to be eligible that fiscal year*

## INSURANCE BENEFITS

Despite the many changes you are hearing about as a result of healthcare reform, BUILD continues to offer our staff the same level of excellent coverage on our medical, dental and vision plans.

BUILD will pay 100% of employees' premiums through FY17. A recent survey of nearly 500 non-profits (of varying size) showed that only 41% cover their employees' premiums at 100%. This means that BUILD continues to generously absorb that monthly cost on behalf of our staff (which ranges from \$350-\$1,600/month/employee).

BUILD also offers pre-tax plans that include dependent and health care flexible spending accounts as well as a transit benefit for work related mass transit and parking expenses.

## RETIREMENT

BUILD provides a 403(b) plan for all employees working more than 20 hours per week that includes a dollar to dollar match up to 5% of salary for program participants, per the following regulations:

- \* New employees can begin participating in the plan upon date of hire, however, there is a 6 month wait period before matching can begin. After 6 months of service, matching will begin on the next pay period.
- \* Employees with at least 6 months of service who enroll in the 403(b) plan can begin matching immediately.
- \* The matching contribution will be 100% vested after 1 year of service with BUILD.

## TIME BENEFITS

BUILD offers a generous time-off plan for our staff. On average, employees could have between 36 and 46 days off each year (depending on years of service). Here's how:

- \* **Vacation:** Regular, full-time employees\* receive 15 days of paid vacation which accrues semi-monthly beginning on their date of hire, and carries over year to year. Employees earn 2 additional days per year of service, up to a maximum of 25 days per year. Max accrual is 1.5 times your annual accrual rate. *\*PTE's receive pro-rated vacation.*
- \* **Sick Leave:** Regular, full-time employees receive 5 days of sick time per year either upon date of hire and/or on the 1<sup>st</sup> of each year. Sick days carry over year to year to a maximum of 10 days per year.
- \* **Holidays:** BUILD provides 9 federal holidays off, plus, on average, 6 additional days off (for Winter Break and the Day after Thanksgiving). In addition, each employee is granted one floating holiday per year.
- \* **Flexible Fridays:** During the summer, BUILD allows teams to have added flexibility to their schedules to say "thank you" for the tremendous work accomplished during the year. The Flexible Friday schedule is announced yearly, and allows staff to work a modified schedule on these pre-approved days.

## ADDITIONAL PERKS OF WORKING AT BUILD

- \* **Flexible work environment:** BUILD supports and values a flexible work environment for all employees. We realize that due to the demands of various roles, this flexibility will not always be possible. However, we encourage managers to support flexibility in schedules and work locations when work and time permits.
- \* **Commitment to professional development:** BUILD believes that having an intentional approach to management and professional development will make our staff, and ultimately BUILD, successful. We ensure each employee receives a thoughtful onboarding plan when they are hired. In addition, we are committed to providing consistent and timely feedback through both formal (annual performance reviews) and informal means. BUILD also provides several avenues for professional development that includes \$250/year/person for individual outside training, as well as regional and/or team retreats to focus on development that is important and relevant to the team. In addition, BUILD provides national sponsored trainings (at our national staff retreat as well as throughout the year).
- \* **Commitment to team development:** BUILD values a collaborative and fun work environment. In addition to national, regional and team retreats, we encourage teams to celebrate, rejuvenate and learn more about each other by providing resources for off-site fun activities.
- \* **"Comp Time":** BUILDers work incredibly hard throughout the year, and at times support special events outside of normal business hours. BUILD encourages managers to provide their exempt staff with "comp time" as a way to say thank you for the extra hours worked.
- \* **Employee referral bonus:** Much of our hiring success comes from our staff's ability to spread the word about BUILD to their professional networks. BUILD rewards its staff for helping to recruit top talent in the industry by paying a \$250 referral bonus for any candidate referred and hired by BUILD.
- \* **Vacation cash-out option:** BUILD strongly encourages staff to use the generous time-off benefits. However, we do provide an option to "cash-out" 10 days of vacation once per year to allow for maximum flexibility of vacation time.
- \* **Belief in consistent communication and transparency:** BUILD strives to provide various avenues of communication to ensure transparency throughout the organization. Some of the ways we do this is through newsletters, monthly all staff calls hosted by the National Executive Team, as well as regional and national retreats.