

# International Association of Virtual Organizations, Inc.

Includes DBAs and affiliates:  
IAVO Research and Scientific  
e-Educational Systems and Research  
Riemann-Americus

(Current/ revised: 14 May 2013)

## Employee Benefits:

### Health and Dental Insurance

- 100% Company paid for employee.
- Company contributes 40% to dependent coverage.
- Carriers:
  - Blue Cross-Blue Shield PPO.
  - Delta Dental.

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### Life Insurance (extendable beyond base as per IRS reporting rules)

- Company paid for employee:
  - Life: 2X salary (up to \$100K).
  - AD&D: 2X salary (up to \$100K).
- Carrier: UnumProvident.

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### Disability Insurance

- Company paid for employee:
    - Short-term – first 13 weeks – 60% of regular base salary (with set limits/week).
    - Long-term – after 13 weeks – 60% of regular base salary (with set limit of \$5000/month).
  - Carrier: UnumProvident.
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**Supplemental Insurance**

- Universal Life
- Term Life
- Juvenile Universal Life
- Accident
- Critical Illness
- Intensive Care Protection

- IAVO provides administration for any or all of these plans through payroll deductions.

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**529 Savings Plan** (CollegeAmerica)

- Enrollment through company; employee paid.

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**Retirement Plan as 401(k)**

(Note: replaces SEP where applicable.)

- Tax deferral of salary (as per IRS limits).
- Company contributes up to 3% of gross pay. (Immediate vesting of company contribution.)
- Vesting for any additional *profit sharing portion* is based on number of years of service (YOS) as:

YOS	Vesting (%)
0	0
1	0
2	20
3	40
4	60
5	80
6 or upon attainment of early retirement	100

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**Vacation**

- Accrued monthly under the following schedule:

Years	Days per year
0-5	10
5-10	15
10-15	18
15-19	20
20	1 additional/yr., up to a maximum of 25 days (i.e., 200 hrs.)



## Holidays

- Company pays for the following holidays:
    - New Year's Day
    - Good Friday
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving (2 days)
    - Christmas (2 days)
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## Sick Leave

- 6.5 days per year accrued monthly and applies to following:
    - Self-sick
    - Immediate family
    - Medical appointments
    - Maternity/paternity leave
  - (Formula: Employee starts new year (1 Jan.) with 0.5-day contribution and accrues at the rate of 0.5 day/monthly for a total of 6.5/yr.)
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## Bereavement Leave

- Employees are entitled to paid bereavement leave as follows:

Situation	Days
Immediate family (including spouse, children, or parents)	5
Brothers, sisters, mother- or father-in-law	3
Any other family members (e.g., grandparents, aunts, uncles, or cousins)	1

(Note: use of bereavement leave does not affect accrued vacation or sick days.)

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## Educational Assistance Program

- Company provides assistance up to \$2000 per academic year, for regular full-time employees to enhance their skills in their current position.



**Employee Referral Bonus Program**

- Cash paid for referring applicant who is hired.
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**Health Improvement and Maintenance**

- In accordance with the Fit-for-Life program from our health insurance provider, company reimburses up to \$500/yr. for fitness club membership.
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**Additional Pertinent Information**

**Pay Day**

- 26 Payrolls per year – every other Thursday.
- Direct Deposit available.

**Performance Review**

- Held in July of each year.

**Salary Review**

- Held in July of each year.

