



Association of Public Health Laboratories Benefits-At-A-Glance

WORK SCHEDULE

To promote work life balance, APHL is remote friendly and offers a flexible work schedule. Exempt employees have the option of teleworking and remote work choices. Core hours are to be observed by all employees.

PAID LEAVE

Holidays

- New Year’s Day
- MLK Day
- Memorial Day
- Juneteenth (3 days)
- July 4th (3 days)
- Veterans Day
- Thanksgiving
- Day after Thanksgiving

Office Closures 2024

- June 20–June 21, 2024
- July 3–July 5, 2024
- December 23–27, 2024

Annual Leave

LENGTH OF SERVICE	RATE OF ACCRUAL
Less than 23 months	13 days/year
24 but less than 36 months	16.25 days/year
36–59 months	19.5 days/year
60–119 months	22.5 days/year
120+ months	27.5 days/year

Sick Leave

No one likes to be sick, but if you are under the weather, we’ve got you covered with two (2) weeks per year of sick leave (accrued annually).

Personal Leave

Six (6) Personal Days are granted per year for whatever you would like to do. Go explore your neighborhood or take a vacation overseas. Either way, it’s your choice!

Anniversary Leave

What better way to celebrate a year with APHL than by taking the day off? Put your feet up and celebrate your successes the past year.

Volunteer Leave

APHL is committed to giving back and that commitment is manifested in offering two (2) volunteer days, annually, to APHL staff.

Mental Health Breaks

Two mental health days are added to Juneteenth and July 4th for a total of 3 days off.



Why should you apply at APHL?

Just Because...

...Because APHL offers:

- Competitive wages
- Annual opportunities for wage increases
- Structured bi-annual opportunities for promotions
- Internal growth ladder



EMPLOYEE HEALTH COVERAGE

Medical Insurance

Aetna is our medical insurance provider. Two plans (Health Network Option or Preferred Provider Option) are available to choose from. APHL pays 95% of the Employee-only coverage for the PPO plan.

Dental

Our dental offering is a PPO plan through Guardian. 100% of the premium for employee-level coverage is paid for by APHL. Not only do you get dental coverage, but you also earn tuition bucks for Sage Scholar Colleges when utilizing this benefit.

Vision

Vision is provided by Guardian and utilizes the VSP network. Annual exams are granted while lenses and frames are allowed every 24 months. This benefit is also covered at 100% for employee-level coverage.

Short-term Disability/Long-term Disability

In the event of an employee’s medical absence, Guardian provides Short and Long Term Disability at no cost to the employee. Under STDisability, eligible employees are paid 2/3 of their pay on a weekly basis after the elimination period of ten (10) days. LTDDisability kicks in, at 2/3 of your salary, after the 90 day elimination period. Both of these benefits are provided to the employee at no cost.

Life Insurance

Basic life insurance and Accidental death and dismemberment (AD&D) coverage, in the amount of \$50,000, is provided to all full time APHL employees at no cost. For an additional cost, coverage for self, spouse or dependents is available under a supplemental policy. Guardian provides this benefit.

...Because pay isn't the only part of your compensation

- Employee-level insurance coverage is fully subsidized for Dental, Vision, Disability (short and long) and Basic Life.
- We don't match your 401k, we take it a step further! We contribute 10% whether you participate or not.
- Voluntary benefits for FSA, Supplemental Life, Critical Illness, Accident Coverage, Full Legal Resources and Pet Insurance.



FLEXIBLE SPENDING ACCOUNT (FSA)

For your pre-tax medical and dependent care needs, Health Equity|WageWorks provides Flexible Spending Accounts. Employees enjoy the flexibility of an annual open enrollment and customized deduction amounts that fit your specific needs.

PROFESSIONAL DEVELOPMENT

At APHL, the professional development of our employees is important. To support this important element of the employment agreement, we offer tuition reimbursement, paid professional development opportunities as well as professional membership reimbursement.

RETIREMENT/PENSION PLAN

For those golden days of retirement, APHL teams up with Empower for our 401k and IRA plans that are available to APHL employees. It doesn't stop there! APHL contributes 10% of the employee's salary. This is not a match but an actual contribution! Money in your pocket!

EMPLOYEE ASSISTANCE PROGRAM (EAP)

For those times when life throws you a curveball, EAP is an excellent starting point. This resource is commonly used for counseling but is much more comprehensive than that. From legal queries to accounting concerns, EAP provides support for times when you need an expert to guide you.

...Because APHL has the perks

- Flexible work schedule
- Generous amount of leave, including Anniversary Day off, Sick Leave, Personal Time, Vacation Time, Volunteer Time, Mental Health Breaks and plenty of Holidays
- Remote Friendly
- Spot Awards for above and beyond performance with a compensatory award
- Milestone Anniversary Awards with a compensatory award
- Tuition Reimbursement
- Recognized by Washington Post as a Top Workplace in the greater Washington area for 2021 and 2023.



COMMUNICATION BENEFIT

In an effort to subsidize the cost of remaining "connected," APHL provides a monthly \$100 cell-phone stipend.

PET INSURANCE

For those furry family members, we also offer insurance through TruPanion. Costly emergencies don't just happen to humans and it's nice to know that they can be tackled affordably with this option.

LEGAL COVERAGE

Legal Resources is the vendor that has teamed up with APHL to provide legal coverage to our employees. Legal Resources provides expert advice and direction for everyday matters like moving violations to not so common occurrences like creating your own LLC. Either way, you are covered with Legal Resources.

...Because your happiness is important to us

- Annual employee appreciation week - In the past we have held hourly giveaways, wine and cheese tasting accompanied by a string quartet and we've rented out a theater to see a movie together.
- APHL Week takes place in July every year. This is a great opportunity to meet and collaborate with all of your colleagues in person!
- Monthly events include a photography contest, karaoke and trivia.
- Leadership Academy to develop those emerging leaders within APHL.
- Annual Program Reviews so programs can share the great work accomplished throughout the year.
- Wellness Committee to foster an environment of positively encouraging the One Health model.



This brochure provides a summary of the plans offered and in no way serves as the Summary Plan Description or plan document for the plans. If there are any discrepancies between this brochure and the plan documents, the plan documents will govern.



7700 Wisconsin Avenue, Suite 1000
Bethesda, MD 20814
P 240.485.2745 | F 240.485.2700
www.aphl.org