

ASMI Employment Benefits / Policies

Current as of 07-01-2018. Benefits may be changed or eliminated at ASMI's discretion.

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 its workforce focus and 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%). (\$17,500 is maximum employee share of 401(k) contribution allowed by law for those under age 50, and an additional \$5,500 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 to law.
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	Coverage begins on the first day of the month after 30 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	After 30 days absence from work, disability benefits take effect until age 65: Employees 30 years and older are entitled to 50% of their monthly gross earnings, up to \$5,000/month. Those under 30 receive 50% the first year and 40% thereafter until age 30.	Begins after six months of employment and continues to the age of 65.
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 facilitates its workforce credentialing 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 professional development of each member of the staff. Supervisors work with each on their annual personal performance plan 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 2nd-5th calendar years: 10 days 6th-10th calendar years: 15 days thereafter: 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 generally offers 3 days based on religious celebrations within the 10 annual paid holidays. We recognize a diversity of religions among our workforce and different personnel choose to work and to take off on different dates based on their personal beliefs.	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. This policy prohibits vacations or time-off under "sick day."
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.

Employees are presented with their specific benefits package based on their individual eligibility and circumstances when joining ASMI. Unless otherwise noted above, arrangements are discussed only with the ASMI President.

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