

TOTAL COMPENSATION PROGRAM

Our employees are our most valuable asset. We are committed to offering a total compensation program that is competitive, reasonable, fair and complies with existing laws and regulations. We celebrate and formally recognize our staff members for their contributions, exemplary performance, actions aligned with our values and continuous service.

COMPETITIVE SALARY

- Competitive base salary
- Annual salary increase
- Year-end bonus as a thank you

GENEROUS BENEFITS

- Comprehensive medical, dental and vision plan
- Generous paid time off policy, including 10+ holidays & a winter break
- 12% contribution to 401K
- Short- and long-term insurance for life, death and dismemberment
- Health Savings and Commuter Accounts
- Access to discretionary grant funds

EMPLOYEE RECOGNITION

- Service Awards
- Sabbatical Leaves
- Retirement Award
- Impact Award (peer recognition)
- On-the-Spot Award

LEARNING & DEVELOPMENT

- Individual Professional Development Plans
- Skills development training and projects
- Conferences, cohorts and 1-on-1 coaching
- Tuition Reimbursement Program



**Kenneth
Rainin**
FOUNDATION

EMPLOYEE RECOGNITION PROGRAM

PURPOSE

Rainin is committed to recognizing employee contributions to achieving the overall goals and culture of the Foundation. Therefore, Rainin supports and encourages employee programs that acknowledge, celebrate and formally recognize employees for their contributions, exemplary performance, actions aligned with our values and continuous service.

We believe that employee rewards and recognition contribute to and maintain high employee morale and retention rates and encourage excellent service to those we serve internally and externally.

Rainin values all employees' contributions, knowledge and experience. The Employee Recognition Program outlines the different ways Rainin acknowledges employees' commitment and contributions to the organization's mission and the communities we serve.

OBJECTIVES

The objectives of the Employee Recognition Program are to:

- Promote formal and informal recognition of employees for their achievements and contributions
- Provide guidelines and tools for recognition activities and awards
- Align Rainin's values and mission with work performance and results
- Attract, retain and recognize talented staff
- Create peer-to-peer opportunities for recognition of exemplary work, support or collaboration

PROGRAM COMPONENTS

The Employee Recognition Program is composed of:

- Service Award
- Sabbatical Leaves
- Retirement Award
- Year-End Bonus
- Impact Award
- On-the-Spot Award



SERVICE AWARD

The Rainin Service Award recognizes employees as they reach milestone anniversaries of uninterrupted employment with the Foundation.

Eligibility: Full-time and part-time regular employees become eligible for a service award in the year they complete 3, 5, 10, 15, 20, 25, 30, 35 and 40 years of continuous service. *This program is effective January 1, 2023.*

Procedure: Employees will receive points through NectarHR for each anniversary milestone. NectarHR is an employee recognition platform where employees can redeem the points received for gifts. Employees choose a gift of their choice online and gifts are coordinated directly between the employee and the vendor.

SABBATICAL LEAVES

This sabbatical benefit is designed to provide employees with an opportunity to focus on family, personal and/or professional goals, become refreshed and energized and therefore return to Rainin with renewed creativity. There is no obligation for any job-related activities during this leave.

Eligibility: In order to be eligible for up to eight weeks of sabbatical leave, employees must complete seven years of consecutive service. Compensation during the sabbatical leave will include regular salary, medical, dental, vision, long-term and short-term disability benefits and continuation of the employer contribution to the 401(k) savings plan. A sabbatical must be used all at once. Vacation is not accrued during the sabbatical leave.

Employees are eligible for a second 12-week sabbatical after completing 14 years of consecutive service and a third 16-week sabbatical after completing 21 consecutive years of service from the year the Foundation was established, 2008.

Employees must be in good performance standing to receive Sabbatical Leave. Refer to the Employee Handbook for sabbatical administration guidelines.



RETIREMENT AWARD

The Rainin Retirement Award recognizes employees as they reach a retirement milestone.

Eligibility: Retirement recognition awards are given upon retirement after completing 15 consecutive years of employment at Rainin. This award applies when the employee reaches normal age of retirement (66+ years), is meeting work performance expectations and is actively working at Rainin at the time they decide to retire. It doesn't apply to early retirement or other conditions for retirement.

Employees receive a week of salary per each consecutive year of service, up to a maximum of \$50,000. This award is paid in a lump sum at the retirement date and is subject to payroll deductions and taxes.

YEAR-END HOLIDAY BONUS

Rainin offers eligible active employees a year-end holiday bonus as a special thank you, budget conditions permitting.

Eligibility: Eligible regular staff employed at the time of payment may receive a bonus equivalent to a week of salary. For employees hired within the calendar year, the bonus is pro-rated to their tenure. This bonus is strictly discretionary and is not guaranteed. This award is not considered a component of base salary.

IMPACT AWARD (PEER RECOGNITION)

The Impact Award serves to promote collaboration and interdependence. Rainin recognizes and values the strength of our teams and is committed to a team environment where our values are expressed to continue evolving our work culture and the employee experience.

The Impact Award offers an opportunity for employees to recognize their colleagues' hard work and dedication to furthering the mission and success of Rainin and its grantees, whether through accomplishing tasks, deepening our relationships or brightening our day-to-day.

Eligibility: Full-time and part-time regular employees are eligible for the Impact Award.

Procedure: Any employee can recognize a colleague for a job well done. There are eight categories that articulate the variety of ways great work is achieved and recognized at Rainin. Employees can select a number of these categories to recognize their colleagues' contributions or create their own reason.

- Going Above & Beyond – Demonstrates superior service or work results by visibly making an extra effort in their work.
- Living Our Values – Regularly models one or more of Rainin's values in support of others.
- Building Our Community – Promotes and contributes to an inclusive work environment and cultivates relationships.
- Working Behind the Scenes – Performs critical work and is not usually in the spotlight.
- Making It Work – Demonstrates resourcefulness and resilience to achieve results despite adversity.
- Working Creatively – Finds and helps others come up with creative solutions while looking for ways to grow and learn.
- Making the Day Brighter – Makes showing up to work a better experience through their positive attitude.
- Collaborating – Is a valued partner in work initiatives and openly shares knowledge.

Employees use NectarHR to recognize their colleagues. Each employee has points available to use annually. They decide how many points to give when recognizing a peer. The points are given in multiples of five. Employees can recognize any other employee independent of title, status or department. For example, an Associate can recognize a Director.

The recognized employee can accrue and redeem the points at any time for different gifts available on the online platform.

The points are not redeemable for cash. When employees leave Rainin, they have to redeem their points before their last day of employment. If not possible, then employees will have five days after separation of employment to redeem accrued and available points.

ON-THE-SPOT AWARD (SPOT BONUS)

On-the-Spot Awards are designed to reward and motivate staff throughout the year for exceptional performance that significantly exceeds expectations and is beyond the defined scope of the employee's assigned job responsibilities, and most importantly, exemplifies the Foundation's values and culture.

Eligibility: Full-time and part-time regular employees are eligible for an On-the-Spot Award.

Procedure: Any C-level member can nominate an employee for an On-the-Spot Award by submitting a written statement to the E-Team and adding this item to the E-Team meeting agenda for discussion.

This award is paid in a lump sum and is subject to payroll deductions and taxes.

Criteria: The On-the-Spot Award is a discretionary monetary reward given to recognize employees for extraordinary, meritorious performance that goes beyond expected or required regular scope of work.

Some examples are:

- 1 Perform a vacant position or cover a colleague's extended leave of absence while maintaining the quality of work in both roles.
- 2 Leads and completes a complex project that is outside of their work area to support strategic goals.
- 3 Completes a special assignment outside of assigned job responsibilities, enabling strategic outcomes for the department or Foundation.
- 4 Completes a goal, project or assignment within their scope of work that significantly exceeded expected results and/or created new high impact opportunities to advance our mission and/or strategic plan.
- 5 Supports the organization to quickly redesign and adapt to work due to unexpected external conditions (e.g., pandemic, natural disaster, etc.).
- 6 A significant contribution that elevates the expression of Rainin's values.
 - A Interdependence: Enhances individual work by genuinely soliciting contributions from others and enhances others' work by contributing to their success to more effectively meet department or Foundation strategic goals.
 - B Creativity: Applies and seeks knowledge, skills and professional experiences to find novel ways to do work and improve work outcomes, even outside of their job scope.
 - C Equity: Demonstrates respect for people at all levels of the organization and elevates the differences they bring to the workplace. Role models a positive and regenerative approach to identify and promote practices that enhance inclusion and belonging at Rainin.

Timing and Amount: Awards may be presented at any time during the calendar year and awarded as soon as possible after the accomplishment or event in order to provide prompt recognition to employees.

Spot Bonus awards start at \$500 and payment is net of taxes. The E-Team member nominating the employee recommends the amount to be awarded, taking into consideration the nature of the achievement, its contribution to the mission of the organization and its impact on Rainin's culture among other factors. These awards are strictly discretionary and may not be promised or guaranteed in advance. These awards are not added to employee's base pay.