

Employee Benefits Overview

Medical, Dental, Vision, Life and Disability Insurance

Full-time employees are eligible for health, dental, vision, life and disability insurance coverage on the first of the month following the first month of ICP employment.

Pension and Tax Deferred Savings Plans

Employees may contribute to ICP's 403b plan which is administered by TIAA/CREF. After one year of full-time employment ICP will match your contributions by up to 3%

Flexible Spending Accounts (FSA) and Commuter Benefit Plan

Full-time employees are eligible to participate in ICP's Commuter Benefit Plan and its FSA program as regulated by federal law. These programs allow for pre-tax payroll deductions to pay for transportation costs and to reimburse for medical and/or dependent-related expenses not covered elsewhere.

Vacation and Personal Days

The vacation paid leave allowance is 15 work days for the first year at ICP, 17 work days for the 2nd, 3rd and 4th year, 20 work days per year for the 5th and 6th year, 25 work days for 7th, 8th and 9th year and 30 work days for the 10+ year each subsequent year. Full-time employees are allowed 3 personal days per year and part-time employees 1 personal day per year.

Sick and Other Leave

ICP provides paid time off, subject to eligibility, to take care of yourself or your family members with Sick and Safe Time, Family & Medical Leave Act ("FMLA"), and New York Paid Family Leave, ("NYPL"). ICP also provides Bereavement leave, Jury Duty leave, Military service leave, and time off for donating blood.

Holidays and Birthdays

ICP observes up to 13 holidays each year, depending on when they fall on the calendar. Each full-time employee is entitled to one additional paid day off during the week of their birthday.

Staff Discounts

Employees are entitled to a 20% discount on purchases from ICP's Museum Shop, discounts for education programs at ICP and elsewhere, and free or discounted admission to many museums throughout the United States and internationally. The ICP Staff ID Card entitles employees to discounts at many museum shops, often at their normal membership discount. Employees are also entitled to a 20% discount at ICP's Museum Café. Full-Time employees are entitled to take up to two courses or workshops per term for which they meet admissions requirements, if space permits. Dependent children of Full-Time employees are entitled to a 50% course discount for one course or workshop per term for which they meet admissions requirements, space permitting.

This is a summary, and does not include all policies concerning the administration of benefits. For additional information see the ICP Employee Handbook. Employees are covered under current Federal and New York State mandated Social Security, Worker's Compensation, Disability Insurance, and Unemployment Compensation programs. ICP reserves the right to offer, update and/or eliminate any plans

