



SUMMARY OF BENEFITS

Health and Welfare Benefits

- Comprehensive Health Coverage includes medical, prescription drug, and vision coverage (ECR).
- Dental Insurance (ECR).
- Basic Life Insurance and Accidental Death and Dismemberment Insurance (EF).
- Voluntary Life Insurance (ECR).
- Long-Term Disability Coverage (EF).
- Short-Term Disability Coverage (EF).

ECR = Employee Contribution Required

EF = Employer Funded

Flexible Time Off (Salaried Employees Only)

The Company's current policy provides for eligible employees to take time off when they require it, enabling employees to balance the responsibility of both their work and home lives. This time can be used for either sick leave or vacation leave. Employees must comply with the FTO policy's time off request and approval process. Time off in excess of thirty business days within a calendar year requires management and corporate approval.

Benefits under the Paid Leave plan are subject to change at the Company's election.

401(k) Benefit

- 401(k) Plan -- administered by Northwest Plan Services.
- Maximum pre-tax employee contribution is \$19,500 (subject to IRS limits).
- Employees may contribute up to 100% of their eligible compensation in pre-tax contributions (subject to IRS limits).
- Employer Match (100% of your pre-tax contributions up to 3% of eligible compensation, plus 50% of your pre-tax contributions on the next 2% of eligible compensation). If you contribute 5% of your eligible compensation, you will receive the maximum match of 4% of eligible compensation.

Flexible Spending Accounts

- Flexible Spending Account for Child or Dependent Care.
- Flexible Spending Account for Uncovered Medical, Dental, or Vision Expenses.



Additional Benefits

- Flexible Work Arrangements (including flextime and compressed workweek – dependent upon supervisor and/or client approval).
- United Healthcare 24 -- a service that is staffed by registered nurses and counselors accessible via a toll-free number who offer information and resources that can help employees and their families identify and resolve problems affecting physical and emotional health. Care24 also offers a health information library that is accessible via a toll-free number or the internet.
- Automatic Deposit of paychecks.
- Optum Employee Assistance Program – a service that is staffed by counselors who provide assistance finding solutions to daily living problems. Benefits include 3 face-to-face sessions and additional phone and web resources. Call 1-877-660-3806 or login to liveandworkwell.com, access code FP3EAP.
- Leaves of Absence – Family & Medical Leave (without pay), Parental Leave (without pay), Personal Leave (without pay), Military Leave (with pay for reserve and without pay for Active Duty), and Court-Duty Leave with pay.
- Candidate Referral Bonus – Paid to staff members who refer a candidate that is successfully hired and placed on an assignment. New employee must complete 90 days of service.
- New Business Opportunity Rewards Program – Paid to employees who refer business opportunities into new accounts, after work is begun.

Eligibility for all benefits depends upon the successful completion of applicable eligibility requirements.