

# 2021 Employee Benefits Program



The below list of benefits are available through Cervello Technologies. We offer a complete package of benefits, which include employer paid plans and voluntary options.

## RETIREMENT PLAN:

Effective January 1, 2014, Cervello Technologies, LLC established the Cervello Retirement Plan for the exclusive benefit of all eligible Cervello employees and their beneficiaries, with the intention to provide a measure of retirement security for their future(s).

To be eligible to make a salary deferral contribution you must have attained age 21.0 and completed ninety (90) days of service. This requirement is not satisfied until the last day of the 90-days period. (Also see "What is a year of service for eligibility purposes?") Once you have met this requirement, you will enter the plan on January 1st or the date 6 months later, coincident with or next following satisfaction of the eligibility requirements.

## Cervello Contribution:

- Match 401K Benefit (up to 4%) – Cervello will match 1:1 up to 4% of the employee's annual base salary. Eligible employees must work 20 hours or more per week (Enrollment Eligibility is 90 days after first day of employment).
- Profit Sharing Option (\$ and/or % determined annually) – After the close of each year and prior to tax filing deadlines, Cervello will determine the percentage and/or amount deposited into the company profit sharing plan. Determination is based on the company's financial performance of the respective year, funds available, and other factors. The decision to contribute is the exclusive decision and right of the corporate officers and shareholders of Cervello Technologies, LLC. Eligible employees must work 20 hours or more per week (Enrollment Eligibility is 90 days after first day of employment).

## HEALTH & OTHER BENEFIT PROGRAM:

As a full-time employee, effective on 1<sup>st</sup> day of the month after your first day of employment, you will be eligible to enroll in our insurance program to include the following:

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| ● Health Insurance (Subsidized by Company - Group)                                  | ● Flexible Medical Spending Account (Effective 1/1/2021)         |
| ● Dental Insurance (Subsidized by Company - Group)                                  | ● Short-Term Disability (Company Paid– Group Effective 5/1/2021) |
| ● Vision Insurance (Subsidized by Company - Group)                                  | ● Balance Works (Company Paid)                                   |
| ● Group Term Life Insurance & AD&D program (Company Paid– Group Effective 5/1/2021) | ● Working Advantage (Company Paid)                               |
| ● Flexible Dependent Spending Account   | ● Financial Fitness – Fin Fit (Company Paid)                     |
|   | ● Cervello Technologies On-Line Training (Company Paid)          |

To aid employees in covering the cost of medical care, our company offers a group health insurance program for you and your family. To assist with the escalating cost of our company

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insurance programs, our company currently pays a portion of the employee's total plan premium for Health, Dental & Vision, as follows:

- a. 50% of the employee only insurance plan premium cost, for full-time employees.
- b. 0% (ZERO) of the employee only insurance plan premium for part-time hourly employees.

## TUITION ASSISTANCE:

To encourage professional development, our company offers a tuition assistance program to eligible employees who complete job-related courses. The company will pay a portion of tuition and books up to a maximum of \$3,000.00 in reimbursement per calendar year. Employees will be reimbursed after completing the course with a passing grade of an A or B. To participate in this program, you must be a full-time employee who has completed one year of employment and have a satisfactory level of performance as determined by the company.

## PAYDAY:

Employees are paid semi-monthly on the 1<sup>st</sup> of the month and the 15<sup>th</sup> day of the month. If a payday falls on a holiday, employees ordinarily will be paid on the day after the holiday. All employees get paid in arrears; this means the employee receives their paycheck after the work has been performed.

## DIRECT PAYROLL DEPOSIT:

All Employees will be compensated through direct deposit. Human Resources may answer questions regarding direct deposit.

## OBSERVED HOLIDAYS:

Cervello Technologies generally attempts to annually align our approved list of company paid holidays, with the approved list of federal holidays offered to employees working within our Government customer accounts.

## UNIVERSAL PAID TIME OFF (PTO):

Our company provides eligible employees with Universal Paid Time-Off (PTO) leave to give them time off for rest and relaxation.

Universal PTO accruals are allotted according to length of service and are based upon the calendar year. Full-time employees are eligible for Universal PTO in accordance with the following schedule:

***Completed, continuous length of service as of January 1<sup>st</sup> pay period accruals Universal PTO leave earned as of January 1<sup>st</sup>***

- 0 - 5 years: 5.00 hours per pay period 15 days
- 6 - 10 years: 6.67 hours per pay period 20 days
- 11+ years or more: 8.33 hours per pay period 25 days

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Part-time employees are not eligible for Universal PTO; but are allowed unpaid time off with prior supervisory approval. Full-time, salaried employees begin accruing Universal PTO after completing their first full, complete payroll cycle. Employees are eligible to use Universal PTO as it becomes available per each payroll cycle.

END OF SECTION