

COMPREHENSIVE EMPLOYEE BENEFITS GUIDE 2024

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HEALTH INSURANCE

Medical Coverage:

- Company covers 85% of premium for employee
- Company covers 70% of premium for dependents
- Annual coverage limit: \$500,000 per person
- Network: BlueCross BlueShield PPO Plan

Coverage Includes:

- Hospitalization: 100% after deductible
- Doctor visits: \$25 copay (in-network)
- Specialist visits: \$40 copay
- Emergency room: \$150 copay
- Prescription drugs: Generic \$10, Brand \$30
- Annual health checkup: 100% covered
- Mental health services: 20 sessions/year covered

Dental Insurance:

- Company covers 75% of premium
- Annual maximum benefit: \$2,000
- Preventive care: 100% covered
- Basic procedures: 80% covered
- Major procedures: 50% covered
- Orthodontics: 50% covered (lifetime max \$2,000)

Vision Insurance:

- Company covers 100% of premium
- Annual eye exam: Fully covered
- Frames allowance: \$150/year
- Contact lenses: \$200/year
- LASIK discount: 15% off

RETIREMENT BENEFITS

401(k) Plan:

- Company matches 100% up to first 4% of salary
- Additional 50% match for next 2% (total 5% company contribution)
- Immediate vesting for employee contributions
- Company match vests over 3 years (33% per year)
- Investment options: 20+ funds including target-date funds

Pension Plan (for employees hired before 2020):

- 2% of average salary × years of service
- Vesting after 5 years
- Early retirement available at age 55

LIFE INSURANCE

Basic Life Insurance:

- Company provides 2x annual salary (no cost to employee)
- Maximum coverage: \$500,000
- Accidental Death & Dismemberment: Additional 2x salary

Supplemental Life Insurance:

- Employee can purchase up to 5x salary
- Spouse coverage: Up to \$250,000
- Child coverage: \$10,000 per child

DISABILITY INSURANCE

Short-term Disability:

- 60% of salary for up to 12 weeks
- Waiting period: 7 days
- Company paid

Long-term Disability:

- 60% of salary after short-term expires
- Maximum benefit period: Until age 65
- Company covers base premium

FLEXIBLE SPENDING ACCOUNTS (FSA)

Healthcare FSA:

- Maximum contribution: \$3,050/year
- Covers medical, dental, vision expenses
- \$500 rollover allowed

Dependent Care FSA:

- Maximum contribution: \$5,000/year
- Covers childcare, eldercare expenses

WELLNESS PROGRAMS

Gym Membership:

- Company reimburses up to \$100/month
- On-site gym available at headquarters

Wellness Rewards:

- Annual wellness assessment: \$200 bonus
- Smoking cessation program: \$500 reward
- Weight loss program: \$300 reward
- Step challenge: \$25/month for 10,000 daily steps

Mental Health Support:

- Employee Assistance Program (EAP): Free
- 8 free counseling sessions/year
- 24/7 helpline available

- Work-life balance resources

PAID TIME OFF BENEFITS

See separate Leave Policy document for details on:

- Annual leave
- Sick leave
- Parental leave
- Bereavement leave

PROFESSIONAL DEVELOPMENT

Tuition Reimbursement:

- Up to \$7,500/year for approved courses
- Grade B or better required
- Must be job-related or career advancement

Professional Certifications:

- Company pays for exam fees
- Study materials reimbursed up to \$1,000
- Paid study leave: 5 days/year

Conference Attendance:

- 2 conferences/year approved
- Full expenses covered
- Additional training budget: \$2,000/employee

COMMUTER BENEFITS

Parking:

- Free parking at all office locations
- Reserved spots for 5+ years employees

Public Transit:

- \$150/month subsidy
- Pre-tax deduction available

Remote Work Stipend:

- \$1,000 one-time home office setup
- \$75/month internet reimbursement
- Company provides laptop and accessories

ADDITIONAL PERKS

Employee Stock Purchase Plan:

- 15% discount on company stock
- Purchase periods: Semi-annual

Employee Discounts:

- 20% off company products

- Corporate discounts with partners
- Group legal services available

Referral Bonus:

- \$2,000 for successful employee referral
- \$5,000 for senior positions

Pet Insurance:

- Group rates available
- 10% discount through Nationwide

ELIGIBILITY

Full-time Employees:

- Eligible for all benefits from day 1
- Enrollment within 30 days of hire

Part-time Employees (20+ hours):

- Eligible for pro-rated benefits
- Health insurance after 90 days

Dependents:

- Spouse/Domestic partner
- Children up to age 26
- Disabled dependents (no age limit)

ENROLLMENT

New Hire Enrollment:

- Must complete within 30 days
- Default enrollment if no selection made

Annual Open Enrollment:

- October 15 - November 15
- Changes effective January 1

Life Events:

- 30 days to make changes after qualifying event
- Marriage, divorce, birth, adoption qualify

CONTACT INFORMATION

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