

**Professional
Staff Benefits**

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**ArentFox
Schiff**

LIVE FOR TOMORROW * LIVE WELL * LIVE HEALTHY

smart in *your* world.

When you choose a career at ArentFox Schiff LLP, you join a collaborative, inclusive and inspiring culture – with opportunities to contribute, grow and be your best self. Plus, we offer a competitive benefits package that includes plans and programs that help you live healthy, live well and live for tomorrow.

We believe that all of this makes ArentFox Schiff a great place to be and are thrilled at the prospect of you joining us!

Read on for a high-level overview of the many benefits available at ArentFox Schiff to eligible individuals and dependents, as applicable. Dependents include spouses, domestic partners and children under age 26.

Live *healthy*



Medical

Health insurance coverage, like most other benefits, is available beginning on your first day of employment with ArentFox Schiff. We offer the choice of two high deductible health plans each with a Health Savings Account option. These plans provide comprehensive coverage and offer care both in-network and out-of-network. Coverage is provided through CareFirst BlueCross BlueShield.



Dental

We offer the choice of two dental plans – a Basic plan or a PPO – both of which provide benefits in-network and out-of-network. Coverage is provided through MetLife.



Vision

Vision coverage is available through VSP for routine eye care, including eye exams, frames and contact lenses.



Health Savings Account

Individuals who are enrolled in a qualified high deductible health plan have the opportunity to open a Health Savings Account with Optum Bank. For convenience, you can make contributions from your pay and we will submit funds to Optum Bank on your behalf.



Flexible Spending Accounts

You can participate in a number of flexible spending account programs, including dependent care, health care or limited purpose. Your pre-tax contributions to these accounts are determined by IRS annual limits.



Employee Assistance Program

This no-cost program provides employees and their families with a variety of resources, including in-the-moment support, short term counseling, financial counseling and more.



Commuter Benefits

Employees may set aside money on a pre-tax basis to help pay for eligible transportation-related expenses for travel to and from work. Information on building parking options at our office locations is available upon request.



Voluntary Insurance Benefits

ArentFox Schiff offers the opportunity to purchase voluntary benefits, such as hospital, critical illness, accident insurance and more. Discounts on auto, home and pet insurance are also available.



Personal and Family Services

We support individuals in building and caring for families. That's why we offer a number of programs, including:

- Up to \$25,000 (\$50,000 lifetime max) for adoption and surrogacy assistance; after 180 days of service
- Parenting resources, such as online courses
- Backup child care subsidized by the Firm (25 visits/dependent/year)
- Eldercare and caregiver support concierge



Annual Leave and Holidays

You will earn 4 weeks annual leave in the first year, 5 weeks after 1 year of employment, and 6 weeks after 5 years of employment with the Firm. Annual leave may be taken after completing 90 days of employment and includes personal days, sick days, and vacation days.

The Firm observes the following 10 holidays each calendar year: New Year's Day, MLK Day, Presidents Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. Plus, one additional floating holiday.



Leaves of Absence

The Firm offers eligible employees a number of Firm-paid leaves (based on a percentage of pay). Qualifying events must occur after 180 days of service.

- Parental Leave – up to 12 weeks
- Adoption Leave – up to 8 weeks
- Surrogacy Leave – up to 8 weeks
- Short-Term Disability (Medical) Leave – up to 12 weeks

New parents who give birth, adopt or have a child through surrogacy receive up to a total of 20 weeks of paid leave!



Other Programs

We offer a variety of additional programs, as outlined below.

Well-Being and Fitness – Seminars, events, vaccine clinics, discounted rates for gym memberships or fitness centers in many of our office locations, and more.

Professional Development – After 180 days of service, full-time professional staff may receive up to \$2,000 per year in reimbursement for undergraduate or graduate degree seeking programs or for approved professional certification/recertification. Law school tuition is excluded.

Remote Work Allowance – The Firm provides a laptop as well as a \$75 per month remote work allowance to all telework eligible employees. This allowance is intended to offset the cost of general office supplies, tech equipment or other items needed for when working remotely.

Travel Accident Insurance – Individuals who are traveling on Firm business are covered by travel accident insurance.

529 Education Savings Plan – Allows for tax-free savings and tax free withdrawals if funds are used for college and other qualified education expenses.

Banking Benefits – Available through Citibank, PNC Bank and Wells Fargo.

Employee Discounts – Receive exclusive discounts, offers on products, services and experiences, including hotels, rental cars, concerts, parks, sports, and more.



Bonus Pay

Paid at the discretion of the Firm and may include:

- **Incentive Bonus** – Awarded to eligible employees based on above-and-beyond performance and significant contributions to the Firm.
- **Holiday Bonus** – Awarded to professional staff as a holiday gift.
- **Referral Bonus** – Awarded to employees who recommend people for employment and who are subsequently hired on a full-time basis and remain with the Firm for a set period of time.

Live for *tomorrow*



Life Insurance

Basic Life and AD&D insurance is provided by and paid for by the Firm for employees regularly scheduled to work at least 20 hours per week. Coverage begins on your date of hire. You may also elect to purchase additional coverage for yourself, your spouse or your children. Evidence of Insurability requirements may apply for the additional insurance.



Disability *(Short Term, Long Term and Individual)*

The Firm provides employees who are regularly scheduled to work at least 28 hours per week and have completed 180 days of service with disability coverage. Short term disability coverage provides benefits for up to 12 weeks. Long term disability coverage provides benefits after a 90-day elimination period. Individual Disability Insurance coverage, designed to supplement the Firm's offerings, is also available for purchase.



401(k) Plan

Our 401(k) plan is designed to help employees save for retirement. Employees are eligible to participate in this plan on the first day of the quarter next following or coincident with date of employment (January 1, April 1, July 1 or October 1). Contributions are made on a pre-tax basis. Rollover contributions are allowed when you join the Firm.



Profit Sharing Plan

Once you complete two years of service and attain age 21, you will be eligible to participate in the Profit Sharing Plan as of the next January 1 or July 1. ArentFox Schiff makes contributions to your account on your behalf. You must meet annual hours requirements to vest in this contribution.

About this information

Note that benefits may be modified from time to time, at the discretion of ArentFox Schiff LLP. If there is any discrepancy between the descriptions of the program elements in this brochure and the official plan documents, the language of the official plan documents shall prevail as accurate. Eligibility for any benefit plan is determined by applicable plan documents and policies.