



## BENEFITS SUMMARY

July 1, 2014

**The following is a summary of some of the benefits currently provided by Solidus. Please refer to the Solidus Employee Policy and Procedure Guide for complete policy details.**

### **Paid Time Off (PTO)**

Solidus encourages its employees to enjoy time with their friends and family. PTO, which includes Holidays, Vacation, and Sick time is available to all employees and is based on an individual's years of experience in the industry. All Holidays are considered "floating Holidays" to be taken in conjunction with the client-company's holidays. PTO is accrued for every hour paid including regular hours, PTO, and "client authorized" overtime hours:

- 0–9 years of experience is accrued at .09611 per hour, approximately 200 hours PTO annually
- 10–19 years of experience is accrued at .11528 per hour, approximately 240 hours PTO annually
- 20 years of experience or more, is accrued at .13444 per hour, approximately 280 hours PTO annually

We value our employees and reward each employee with years of service. Employees' PTO accrual will increase with every 5 years of employment and will cap at 280 hours.

### **Retirement Fund**

A Safe Harbor 401(k) retirement plan through Fidelity is available to all employees. Solidus contributes 3% of the employee's total annual salary whether or not the employee elects to make a contribution to this fund. The terms and conditions are defined in the "401k" Employee Enrollment Kit, and may be amended from time to time. Each employee is fully vested 90 days after the date of hire.

### **Overtime**

Overtime (OT) must be authorized by the client prior to the hours being worked. If authorized and billable, those hours billed in a contract year in excess of standard yearly hours (2080 hours, less PTO) will be paid on a straight time basis.

### **Health Insurance**

Harvard Pilgrim Health Care is available to all "Full Benefits" employees, at no monthly cost to the employee. Employees may go online, [www.harvardpilgrim.org](http://www.harvardpilgrim.org), to find doctors affiliated with HPHC or to learn more about our insurance provider.

### **Dental Insurance**

Blue Cross Blue Shield, Dental Blue Insurance is available to employees scheduled to work 25 or more hours per week. Should the employee elect to have this coverage, a cost of five (5) percent of the premium is deducted from the employee's salary per pay period.

### **Vision Care**

EyeMed Vision Care is available to employees scheduled to work 25 or more hours per week. Should the employee elect to have this coverage, a cost of five (5) percent of the premium is deducted from the employee's salary per pay period.

### **Life Insurance and AD&D**

Life Insurance & AD&D benefits are available through Reliance Standard Life Insurance Company to employees scheduled to work 20 or more hours per week. The Employee is eligible for Life and AD&D 30 days after the date of hire. The basic Life/AD&D Insurance benefit is one time the employee's annual salary with a maximum benefit of \$150,000.00. At no time will the total benefit exceed an employee's annual salary. There is no cost to the employee for this benefit.

### **Short Term and Long Term Disability**

Short and Long Term Disability benefits are available to all employees scheduled to work 20 or more hours per week. The Employee is eligible for STD and LTD, 30 days after date of hire. There is no cost to the employee for this benefit.

Short Term Disability (STD) Insurance is provided at 60% of the employee's weekly salary, with a maximum weekly benefit of \$1,500.00. STD has a maximum benefit period of 13 weeks.

Long Term Disability (LTD) has a 90-day elimination period after which benefits are provided at 60% of the employee's monthly salary with a maximum benefit of \$7,500.00 monthly. There is no cost to the employee for the LTD and STD coverage.

### **Flex Spending Account (FSA)**

All employees scheduled to work 20 or more hours per week, are eligible for FSA. Healthcare FSA is available up to \$2,500 and Dependent coverage up to \$5,000 annually.

### **Tuition Assistance**

Solidus offers tuition assistance for continuing education, in the amount of \$1,000.00 per course. The coursework must pertain to an employee's current field of work or be required for a degree. A Grade of B or better or a pass in a pass/fail course must be obtained to receive reimbursement. The use of Tuition Assistance requires pre-approval by Solidus' Management in advance of beginning the course.

### **529 Savings Plan**

Solidus offers a Fidelity 529 Savings Plan to all employees. The 529 Savings Plan allows employees to set money aside, pre-tax, through the Solidus payroll deduction plan, to be used for qualified educational expenses.

### **Charitable Contributions**

Solidus offers all employees the opportunity to make donations to charitable organizations pre-tax, through the Solidus payroll deduction plan.

### **Employee Assistance Program**

Solidus offers 2 Employee Assistance Programs (EAP) at no cost to the employee. The program is available to all employees. The EAP is available through ADP Life Care and Reliance Standard.

### **Additional Insurance**

Solidus, in partnership with AFLAC, allows our employees to enroll in several indemnity insurances of their choice. The enrollment in these plans is optional and the cost for each plan is paid for by the employee. Coverage can be purchased for both the employee and dependents. The 4 plans offered are:

1. Accident Indemnity (24 Hour Accident Insurance)
2. Maximum Difference Cancer Indemnity Insurance
3. Critical Indemnity Insurance
4. Term Life Insurance.