

# **CONTROLSYNC SOLUTIONS EMPLOYEE BENEFITS SUMMARY**

## **1.0 INTRODUCTION AND PURPOSE**

ControlSync Solutions is committed to providing a comprehensive and competitive employee benefits program that supports the well-being, health, and financial security of our team members. As a dynamic technology company in the industrial automation software sector, we recognize that our employees are our most valuable asset.

This Employee Benefits Summary outlines the range of benefits available to eligible employees, reflecting our dedication to creating a supportive and attractive workplace environment. Our benefits program is designed to:

- Promote employee health and wellness
- Support financial planning and security
- Provide flexibility and work-life balance
- Attract and retain top talent in the technology industry

## **2.0 HEALTH INSURANCE BENEFITS**

### **Medical Coverage**

ControlSync Solutions offers three tiered medical plan options to meet diverse employee needs:

1. Basic Plan - Individual Coverage: \$50 monthly employee contribution - Family Coverage: \$150 monthly employee contribution - In-network deductible: \$1,500 individual / \$3,000 family - Annual out-of-pocket maximum: \$6,000 individual / \$12,000 family
2. Enhanced Plan - Individual Coverage: \$100 monthly employee contribution - Family Coverage: \$250 monthly employee contribution - In-network deductible: \$750 individual / \$1,500 family - Annual out-of-pocket maximum: \$4,000 individual / \$8,000 family
3. Premium Plan - Individual Coverage: \$200 monthly employee contribution - Family Coverage: \$400 monthly employee contribution - In-network deductible: \$250 individual / \$500 family - Annual out-of-pocket maximum: \$2,500 individual / \$5,000 family

### **Dental and Vision Coverage**

- Comprehensive dental coverage with 80% company-paid preventive care
- Vision coverage including annual eye exams and lens/frame allowance

## **3.0 RETIREMENT AND FINANCIAL BENEFITS**

### **401(k) Retirement Savings Plan**

- Company matches 100% of employee contributions up to 4% of salary
- Immediate 100% vesting of company contributions
- Investment options include:
  - Diversified index funds
  - Target-date retirement funds
  - Sector-specific mutual funds
  - Low-cost ETF selections

Employees become eligible for the 401(k) plan after 90 days of continuous employment.

## **4.0 PAID TIME OFF AND LEAVE POLICIES**

### **Vacation and Personal Time**

- 15 days annual paid vacation for employees with 0-3 years tenure
- 20 days annual paid vacation for employees with 3-5 years tenure
- 25 days annual paid vacation for employees with 5+ years tenure

### **Sick Leave and Personal Days**

- 10 paid sick days annually
- 5 personal days for personal appointments, family care, or mental health

### **Parental and Family Leave**

- 12 weeks paid parental leave for birth, adoption, or foster care placement
- Additional 4 weeks unpaid leave available under FMLA guidelines

### **Bereavement Leave**

- 5 paid days for immediate family member loss
- 3 paid days for extended family member loss

## **5.0 ADDITIONAL COMPENSATION AND PERKS**

- Annual performance bonuses (5-15% of base salary)
- Stock option program for key employees
- \$5,000 annual professional development budget
- Remote work flexibility (2 days per week)
- \$1,000 annual technology/home office equipment stipend
- Wellness program with fitness reimbursement

## **6.0 ELIGIBILITY AND ENROLLMENT**

### **Eligibility Criteria**

- Full-time employees working 30+ hours per week
- Eligible after 90-day initial employment period
- Part-time employees working 20-29 hours may receive prorated benefits

### **Enrollment Periods**

- Initial enrollment within 30 days of hire date
- Annual open enrollment period in January
- Special enrollment allowed for qualifying life events

## **7.0 LEGAL DISCLAIMERS AND MODIFICATIONS**

ControlSync Solutions reserves the right to modify, suspend, or terminate any benefits described in this summary. The company will provide 30 days' written notice of significant changes. This document is informational and does not constitute a contractual obligation.

All benefits are subject to applicable federal and state regulations and compliance with ERISA guidelines.

Effective Date: January 1, 2023