

Contoso Benefits & Compensation Guide

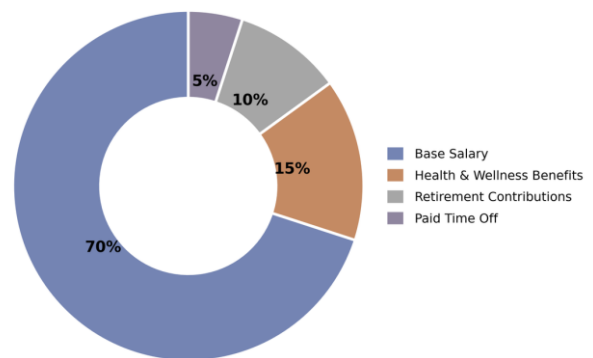
Your Complete Guide to Total Rewards

Introduction: Your Total Rewards at Contoso

At Contoso, we believe in rewarding our employees with comprehensive compensation and benefits that support your financial security, health, and work-life balance. This guide provides detailed information about our competitive salary structure, extensive benefits programs, and enrollment procedures.

Our total rewards package includes base salary aligned with industry standards, comprehensive health coverage for you and your family, retirement savings with employer matching, generous paid time off, and wellness programs designed to support your overall well-being.

We encourage you to review this guide carefully and take full advantage of the benefits available to you. Understanding your total compensation package empowers you to make informed decisions about your financial future and personal well-being.



What This Guide Covers

This comprehensive guide is organized to help you quickly find the information you need:

- **Compensation Structure:** Detailed salary ranges by job level and position
- **Health Benefits:** Medical, dental, and vision insurance options
- **Retirement Planning:** 401(k) plans with employer matching contributions
- **Time Off:** Vacation, sick leave, holidays, and personal days
- **Wellness Programs:** Fitness reimbursements, mental health resources, and preventive care

- **Enrollment Information:** Key dates, eligibility requirements, and how to enroll

Our Commitment to You

Contoso is committed to providing a competitive total rewards package that recognizes your contributions and supports your life outside of work. Our benefits are designed with flexibility in mind, allowing you to choose options that best meet your individual and family needs.

We regularly review our compensation and benefits offerings to ensure they remain competitive within our industry and responsive to the evolving needs of our workforce. Your feedback is valuable in helping us continually improve these programs.

Questions and Support

If you have questions about any aspect of your compensation or benefits, our Human Resources team is here to help. Contact information and office hours are provided at the end of this guide. We encourage you to reach out with any questions or concerns - understanding your benefits is an important part of maximizing their value.

Salary Structure by Job Level

Contoso maintains a transparent and competitive salary structure aligned with market benchmarks. Our compensation framework consists of five job levels, each with defined salary ranges to ensure internal equity and external competitiveness. Salary ranges are reviewed annually and adjusted based on market conditions, cost of living changes, and company performance. Individual placement within each range is determined by factors including experience, skills, performance, and tenure. New hires typically start at the minimum to midpoint of their respective range, with advancement opportunities based on merit and contribution.

Level 1 (Entry-Level)	Administrative Assistant, Junior Analyst	\$45,000	\$55,000	\$65,000
Level 2 (Professional)	Analyst, Specialist, Coordinator	\$65,000	\$77,500	\$90,000
Level 3 (Senior Professional)	Senior Analyst, Project Manager, Team Lead	\$90,000	\$107,500	\$125,000

Level 4 (Management)	Manager, Senior Manager	\$125,000	\$150,000	\$175,000
Level 5 (Senior Leadership)	Director, Senior Director, VP	\$175,000	\$212,500	\$250,000+

Comprehensive Benefits Overview

Contoso offers a robust benefits package designed to meet the diverse needs of our workforce. Our health and wellness benefits include multiple medical plan options with varying coverage levels and premium costs, comprehensive dental and vision insurance, and access to mental health resources. Financial security benefits include 401(k) retirement savings with company matching, life insurance coverage, and disability protection. Work-life balance benefits feature generous paid time off, flexible work arrangements, and parental leave. All benefits are effective on the first day of the month following your hire date, with annual open enrollment occurring each November for changes effective January 1st.

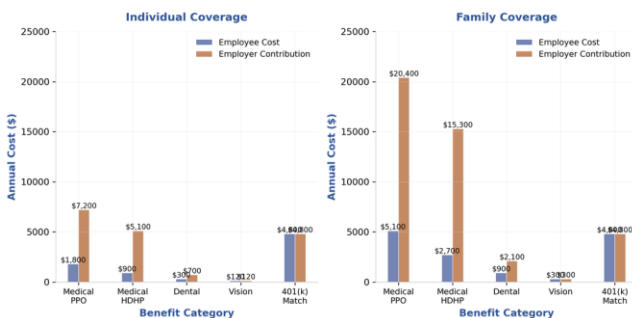
Benefit Category	Benefit Type	Employee Cost	Company Contribution	Coverage Details
Health Insurance	Medical PPO Plan	\$150/month (individual) \$425/month (family)	80% of premium	Preventive care, hospitalization, prescription drugs
Health Insurance	Medical HDHP Plan	\$75/month (individual) \$225/month (family)	85% of premium	Higher deductible with HSA option
Health Insurance	Dental Insurance	\$25/month (individual) \$75/month (family)	70% of premium	Preventive, basic, and major services
Health Insurance	Vision Insurance	\$10/month (individual) \$25/month (family)	50% of premium	Annual eye exams and eyewear allowance

Benefit Category	Benefit Type	Employee Cost	Company Contribution	Coverage Details
Retirement	401(k) Retirement	No cost	100% match up to 6% of salary	Immediate vesting
Insurance	Life Insurance	No cost for base coverage	1x annual salary	Optional supplemental coverage available
Insurance	Disability Insurance	No cost	Short-term and long-term disability	60% salary replacement
Time Off	PTO	No cost	15-25 days annually based on tenure	Accrues bi-weekly

Benefits Cost Comparison and Value Analysis

Understanding the value of your total benefits package helps you make informed enrollment decisions. Our medical plan options offer different cost-sharing models to accommodate various healthcare needs and budget preferences. The PPO plan provides broader provider networks and lower out-of-pocket costs at point of service, making it ideal for employees with regular healthcare needs or families. The High Deductible Health Plan paired with a Health Savings Account offers lower monthly premiums and tax advantages, suitable for employees in good health who prefer to save for future medical expenses. When accounting for employer contributions, the total value of benefits represents approximately 30% of your base compensation. For example, an employee earning \$80,000 annually receives approximately \$24,000 in benefits value, bringing total compensation to \$104,000.

The chart on the left illustrates the significant employer contributions across all benefit categories.



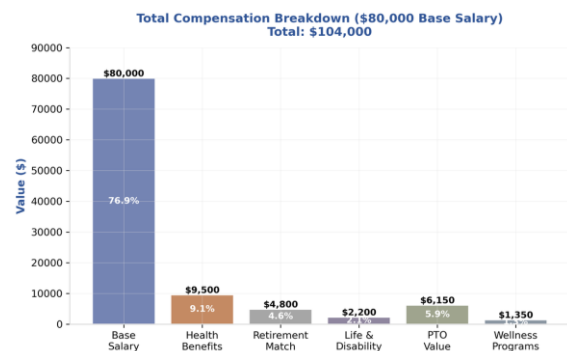
categories. For individual coverage, the employer contribution exceeds employee costs by 4 to 1 in most categories. Medical PPO coverage demonstrates the highest employer investment at \$7,200 annually for individual coverage and \$20,400 for family coverage. The Medical HDHP option offers lower total costs with employer

contributions of \$5,100 (individual) and \$15,300 (family), paired with HSA contributions that provide additional tax benefits.

Dental and vision benefits show consistent employer support, with the company covering approximately 70% of dental premiums and 50% of vision premiums. The 401(k) retirement match represents one of the most valuable benefits, with the company matching dollar-for-dollar up to 6% of your salary. For an employee contributing the full 6% on an \$80,000 salary, this equals an additional \$4,800 annually in retirement savings.

The total compensation breakdown illustrated in the chart demonstrates how benefits significantly enhance your overall compensation package. Base salary represents 76.9% of total compensation, while benefits add an additional 23.1%. Health benefits alone contribute \$9,500 in value (9.1%), combining medical, dental, and vision coverage with employer subsidies. The retirement match provides \$4,800 (4.6%), life and disability insurance adds \$2,200 (2.1%), and paid time off represents \$6,150 in value (5.9%).

Wellness programs contribute an additional \$1,350 (1.3%).



These figures demonstrate that your total compensation extends well beyond your base salary. When making career decisions or evaluating job offers, it's essential to consider the full value of benefits. A \$80,000 salary at Contoso equates to \$104,000 in total compensation when accounting for all employer-provided benefits. This 30% increase in total value represents a significant investment in your financial security, health, and well-being.

Maximizing Your Benefits Value

To maximize the value of your benefits package, consider the following strategies:

- **Contribute the full 6% to your 401(k)** to receive the complete employer match. This is essentially free money that doubles your retirement savings contribution.
- **Choose the medical plan that fits your needs.** If you have regular medical expenses or a family, the PPO plan may provide better value. If you're healthy and want to save on premiums while building HSA savings, consider the HDHP option.
- **Take advantage of preventive care.** All medical plans cover preventive services at 100%, including annual physicals, screenings, and immunizations. Use these benefits to maintain your health and catch issues early.
- **Utilize wellness programs.** Participate in health screenings, fitness challenges, and wellness activities to earn up to \$500 in annual HSA contributions or premium discounts.

- **Review your benefits annually.** During open enrollment each November, reassess your needs and adjust your elections to ensure you're receiving optimal value from your benefits package.

For personalized guidance on selecting the benefits that best meet your individual circumstances, contact the HR Benefits Team at benefits@contoso.com or extension 5200. Our benefits specialists can help you evaluate your options and make informed decisions during enrollment.

Wellness Programs and Resources

Contoso is committed to supporting employee health and well-being through comprehensive wellness initiatives. Our wellness programs include an on-site fitness center at headquarters with cardio equipment, strength training, and group fitness classes, available to all employees at no cost.

We offer annual health screenings and biometric assessments with confidential results and personalized health coaching. Mental health support includes an Employee Assistance Program providing confidential counseling sessions, work-life resources, and crisis support available 24/7.

Wellness Incentive Programs

Wellness incentive programs reward healthy behaviors with up to \$500 annually in HSA contributions or premium discounts. Additional resources include healthy eating options in our cafeteria, standing desk options, walking trails around our campus, and wellness challenges throughout the year promoting physical activity, nutrition, and stress management.

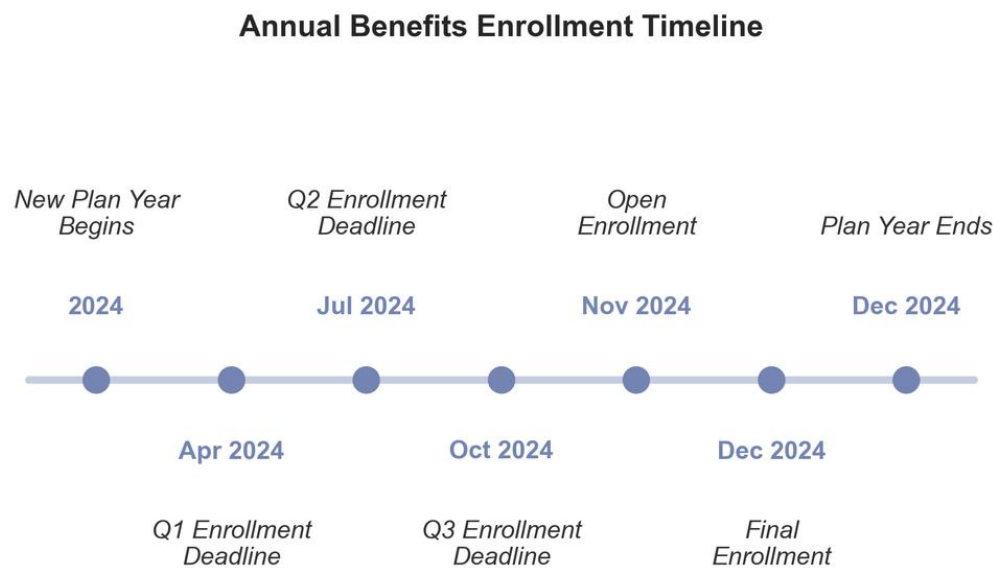
Available Wellness Resources

- On-site fitness center with cardio equipment, strength training, and group classes
- Annual health screenings and biometric assessments
- Employee Assistance Program (EAP) with 24/7 confidential counseling
- Personalized health coaching and wellness plans
- Healthy eating options in company cafeteria
- Standing desk options for ergonomic workspaces
- Walking trails and outdoor fitness areas
- Year-round wellness challenges and competitions

Enrollment Periods and Contact Information

Benefits enrollment occurs during specific periods throughout the year. New hire enrollment begins on your first day of employment, with 30 days to make benefit elections effective the first of the month following your hire date. Annual open enrollment takes place each November 1-30, allowing you to review and modify your benefit selections for the following calendar year, with changes effective January 1st. Qualifying life events such as marriage, divorce, birth or adoption of a child, or loss of other coverage trigger a special enrollment period, requiring documentation submitted within 30 days of the event.

Annual Enrollment Timeline



Enrollment Events and Actions

Event Type	Action Required	Deadline	Contact
New Hire	Complete enrollment forms and benefit elections	30 days from hire date	benefits@contoso.com ext 5200
Marriage	Submit marriage certificate and add spouse	30 days from event	benefits@contoso.com ext 5200

Event Type	Action Required	Deadline	Contact
Birth/Adoption	Submit birth certificate or adoption papers, add dependent	60 days from event	benefits@contoso.com ext 5200
Qualifying Life Event	Provide documentation of event, update elections	30 days from event	benefits@contoso.com ext 5200
Open Enrollment	Review and update all elections	November 1-30 annually	benefits@contoso.com ext 5200
Compensation Questions	Salary structure, raises, job level inquiries	As needed	compensation@contoso.com ext 5210

HR Contact Information

For benefits questions, contact the HR Benefits Team at benefits@contoso.com or extension 5200. Compensation inquiries should be directed to HR Compensation at compensation@contoso.com or extension 5210. General HR support is available at hrhelp@contoso.com or extension 5000. Our HR service center is open Monday through Friday, 8:00 AM to 5:00 PM Pacific Time.